

## Application Form

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### Profile

Thank you for your interest in volunteering your time and expertise to the Culver City community. The information contained on this application is for use by the City in reviewing candidates to fill vacancies on City Commissions, Committees, and Boards. During consideration of applicants, the City may consider the information contained in this application, any required supplemental questionnaire, and any other publicly available information. An appointment to any Commission, Board or Committee is at the discretion of the appointing authority.

### Ethics and Avoidance of Conflicts of Interest

As a reflection of the residents of the community, Culver City prides itself on the high ethical standards adhered to by its municipal government. As a prospective applicant, we want you to be informed about potential limitations that state and local law impose on individuals who serve the community, especially where they may have a financial conflict of interest. Please consider this information before submitting an application and accepting an appointment. Further information and training regarding these limitations, as well as other legal and procedural requirements when serving on these bodies (i.e. Brown Act, ethics laws, etc.), will be provided in the event you are appointed to one of the City's commissions, committees, or boards.

State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

If you have questions about this information and how it may apply to your particular situation, please contact the City Attorney's Office at (310) 253-5660.

### Important Information

As you complete your application, please be aware of the following:

You may apply to any body at any time. However, only those positions that are either vacant or have terms ending soon may be considered for appointment during a certain timeframe.

You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.

If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Leigh

First Name

Austin

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

11

Primary Phone

Alternate Phone

Arroyo Capital - Oaktree Capital  
Management

Employer

Principal/Executive Vice  
President

Job Title

Leigh Austin

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

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## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

NA

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

No Culver City community involvement to date Founder, Womens Housing Leadership Group Housing Committee Member, Downtown Womens Center Past: Kenter Canyon Charter School, committee to construct new library, chairperson of capital raise - 2001

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

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See attached resume

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

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See attached resume



Upload a Resume

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## **Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

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The Committee advises the City Council on matters relating to efficient and effective financial operation of the City's various departments.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

My kids are adults and I'm starting the process of winding down my professional career. I wish to become involved in my community in a way where my skills and expertise are useful and of value. When I read the email advertising the community member position on the Finance Advisory Committee, I believed it to be the perfect opportunity for a woman of my background. My experience as a 30+ year finance executive in both corporate and small business environments means I'm familiar with financial concepts and strategies, I can read financial statements, and I understand the competing needs of constituents. It is for these reasons I believe I'm well suited to advise the City Council on financial matters in order to achieve the best outcomes for our community.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

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I have 35 years of hands-on experience in finance, banking and investments after completing my MBA in finance from UCLA Anderson School of Management. For 16 of those years, I was the founder and owner of an investment firm and oversaw all aspects of the company from inception to sale. I was one of 4 parents who, after many years of planning and fund raising, built a library at my kids' elementary school (Kenter Canyon Charter School-LAUDS) so I've experienced the ups and downs of working with the district, school administrators, parents and the community. The library opened in 2001 and continues to thrive today. I am known for my calm demeanor, levelheaded decision making, fairness and work ethic. I believe that everyone deserves respectful treatment and the benefit of an open mind. These traits have contributed to my success as a leader, and I believe they will successfully translate to the public sector for service to our Culver City community.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

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I will listen fully, read the necessary materials in order to be prepared for meetings and discussions, treat others respectfully, and be on time. I will not issue pronouncements or absolutes; instead, I will encourage fruitful discussion with an open mind and agenda.

Leigh Austin

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

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I have not attended any City Council meetings; I've been fully engaged with my career and the needs of my family. I come without any preconceived notions, agendas, or political affiliations. My desire is to learn and contribute.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

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My kids are grown and I have substantial control over my schedule, so I will allocate the necessary time to prepare for and attend meetings and discussions.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

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Please review my resume and my linkedin profile at <https://www.linkedin.com/in/leighaustin/> to gain a full understanding of my qualifications. I appreciate your consideration and please feel free to contact me with any questions. Thank you.

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Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail:                      Office of the City Clerk  
                                    9770 Culver Blvd.  
                                    Culver City, CA 90232

By Fax:                        (310) 253-5830

By Email:                    city.clerk@culvercity.org

If you have questions regarding the completion or filing of this application, please contact the City of Clerk's Office, by fax or email as indicated above, or by phone at (310) 253-5851.

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## **Outreach Question**

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook/Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Website/Email

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## **Supplemental Questions**

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

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☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

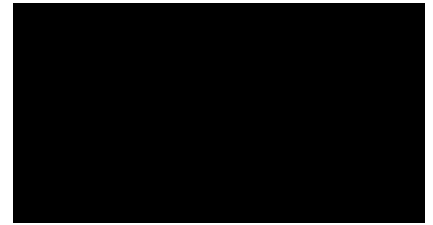
"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

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## **Thank You**

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!



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**PROFESSIONAL EXPERIENCE**

**ARROYO CAPITAL**  
**Principal**

Irvine, California  
December 2016 to Present

Co-Founder of a nationally recognized provider of land banking capital to public and private homebuilders and an affiliate of Oaktree Capital Management in Los Angeles. Since inception, Arroyo has invested over \$4 billion in residential real estate located in major housing markets across the U.S. Responsibilities include shared responsibility for day-to-day management, investment strategies, origination of the company's investments and bank debt financing, and all legal and documentation aspects of the business.

**SAYBROOK COMMUNITY CAPITAL**  
**Principal**

Santa Monica, California  
January 1998 to December 2016

Founder and manager of a real estate investment fund that provided off-balance sheet financing to public homebuilders in the U.S. Responsibilities included all matters relating to a start-up company including establishing the business plan, developing and structuring the investment product, marketing the company to public homebuilders, creating all documentation and overseeing the raising of debt and equity from institutional and individual investors. As the company grew, focus became the negotiation of property acquisitions, hiring professional staff, developing internal procedures for underwriting and asset management, establishing financial control and reporting procedures and maintaining the relationships with the Fund's lenders and investors. At the peak, the company invested over \$2 billion of capital nationwide and was sold to a major US investment firm.

**KB HOME**  
**Director of Development**

Los Angeles, California  
July 1996 to December 1998

A NYSE traded homebuilder (formerly Kaufman & Broad Home Corporation). Responsibilities: Directed the company's off-balance sheet financing program which consisted of identifying investors, structuring transactions, coordinating due diligence, documenting and closing land acquisitions with third party investors; mergers and acquisitions lead; devised and implemented work-out strategies and restructurings for non-performing assets, managed all leasing activities for domestic facilities.

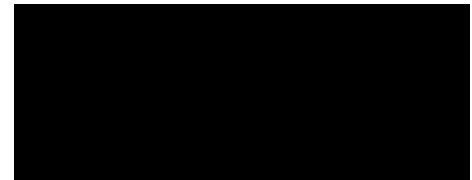
**COMMUNITY BANK**  
**Vice President, Real Estate Group - REO Manager**

Pasadena, California  
March 1994 to July 1996

A \$2 billion federally chartered independent bank headquartered in Pasadena. Responsibilities: Management and disposition of all REO assets held by the Bank, preparation of business plans, budgets, property valuation and liquidation strategies, directed the property management, marketing strategy, selection of brokers, asset pricing, negotiation, documentation, and closed of all property sales and related financing.

**FT CAPITAL CALIFORNIA, INC.**

**Senior Vice President  
Vice President**



The U.S. subsidiary of Central Capital Corporation, a Toronto based financial services company with \$17 billion in assets, FT Capital originated and administered profit participation real estate construction loans on development projects in California and Arizona. Responsibilities: Directed the initial organization of the Company resulting in a professional staff of 13 and a portfolio in excess of \$500 million, performed and/or directed all aspects of the construction and loan transactions, including financial and feasibility analysis, credit and risk evaluation, structuring and documentation, asset management, directed litigation, handled leasing, maintenance, financial reporting, and disposition of loan assets.

**GEORGE SMITH FINANCIAL SERVICES**

**Senior Director**

Los Angeles, California

June 1984 to December 1986

Mortgage brokerage division of Grubb & Ellis. Responsibilities: Structured, negotiated and closed real estate loans of \$2-35 million on apartments, R&D/industrial complexes, retail centers, mobile home parks, hotels, and office buildings. Lenders included major financial institutions, life companies, credit companies, and pension funds.

**CITICORP REAL ESTATE, INC.**

**Account Officer**

New York/Los Angeles, California

September 1981 to June 1984

Subsidiary of Citibank N.A. Responsibilities: Business development, analysis of loan submissions, structuring and negotiating loan terms, management of a sizable corporate portfolio and direct marketing of Citibank treasury products.

**FIRST INTERSTATE BANK**

**Financial Analyst**

Los Angeles, California

June 1980 to June 1981

Summer Intern and part-time credit analyst while completing the second year of business school.

**LOS ANGELES COUNTY BAR ASSOCIATION**

**Project Director**

Los Angeles, California

August 1977 to September 1979

Administered a grant-funded parole services project in Los Angeles.

**EDUCATION**

**UNIVERSITY OF CALIFORNIA, LOS ANGELES, M.B.A., 1981**

Concentration: Finance/Marketing

**FLORIDA STATE UNIVERSITY, B.S., 1977**

Major: Criminology

**PUBLIC SERVICE**

**KENTER CANYON CHARTER SCHOOL** – Raised over \$1.5M to construct new library – 2001

**WOMEN’S HOUSING LEADERSHIP GROUP** – Founder – 2017 to Present - <https://whlg.org/>,  
<https://www.builderonline.com/videos/women-present-an-untapped-opportunity-to-fill-labor-needs-o>



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### Which Boards would you like to apply for?

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Finance Advisory Committee: Submitted

**If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.**

---

Jeanne

First Name

Black

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

---

☒ Yes ☐ No

**If you are a resident of Culver City, please list how many years:**

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25

Primary Phone

Alternate Phone

retired

Employer

Job Title

Jeanne Black

**Are you a Culver City business owner/operator?**

☒ Yes ☐ No

**If you are a Culver City business owner/operator, please list how many years.**

NA

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

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## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

NA

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

None

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

NA

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

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I am currently the Secretary and Treasurer of the Mansfield Chamber Singers, a choral group that presents free concerts in Culver City, Santa Monica, and Westwood. I moved to Culver City in 1998 at age 48 to enroll in the PhD program in health services research at the UCLA School of Public Health. I don't have children, and UCLA was my community. I served on the UCLA Student Health Advisory Committee and the UCLA Student Health Insurance Committee and was recognized for my service with a UCLA Women for Change leadership award. I was a member of the UCLA School of Public Health Research Committee. I also spent many hours mentoring master's students. In Pittsburgh, I was a graduate of the 4th class of Leadership Pittsburgh (currently in its 38th year) and a member of the planning committee and program facilitator for 3 years. I also served for 3 years on the Board of Canterbury Place, a skilled nursing and assisted living facility, and on its Long Range Planning Committee. I participated on multiple community task forces in the Pittsburgh region, as well as statewide. I was also a Board member of the Pittsburgh Camerata for 6 years, including 3 years as Secretary, and prior to that, a member of the Board of Directors of the Cleveland Orchestra Chorus for 2 years.

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

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Please see attached resume.

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

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Please see attached resume.



Upload a Resume

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## Application Questions

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

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The Finance Advisory Committee was established 10 years ago. It provides advice to City Council based on specific duties assigned by Council, including review of the revenues and expenditures of ballot-approved tax measures; methods by which the city can reduce expenditures, and ways to increase or diversify city revenues. It accomplishes its work through various ad hoc subcommittees, such as the Government Efficiency Ad Hoc Subcommittee, the Assets Ad Hoc Subcommittee, and the Structural Revenue Review Subcommittee.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

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As a 25-year resident of Culver City, I have witnessed the significant economic changes and the challenges faced by the city due to the rapid growth in jobs and the revenue constraints imposed by Prop 13. The composition of the FAC intentionally includes multiple stakeholders. While recognizing that its role is purely advisory, my hope is that the FAC can help the city determine how to fund the service demands of its increasingly wealthy newcomers while not pricing out the elderly and other vulnerable residents and enabling small business to prosper. The proposed bond for Parks & Recreation will be very important to the city's future.

Jeanne Black

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

I have an MBA from the Kellogg School of Management at Northwestern University, where I minored in accounting. I was involved in financial analysis throughout my career in hospital management. I was a consultant for a firm that specialized in financial feasibility studies for hospital tax exempt bond issues, and I contributed to the analysis supporting bonds for the University of Pittsburgh Medical Center. I have prepared departmental operating and capital budgets and reviewed overall organization budgets as a member of senior management, including during periods when budget cuts were necessary. In Pittsburgh, I also participated in regional task forces that addressed economic development issues. Now that I am retired, I am seeking ways to use my knowledge, skills and experience for the benefit of my community. In any activity that I undertake, I am a hard worker, a quick learner, and a good listener. I have the analytical tools from my MBA and PhD, but I am also a pragmatic person with experience in operations.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

My first responsibility would be to determine the specific work the FAC has been charged with for the remainder of the current fiscal year and review the work done to date. Based on the available Minutes, it appears this includes a User Fee study and an Affordable Housing Speaker Series. I would identify the active ad hoc subcommittees and seek appointment to one or more.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

I would have attended the two most recent FAC meetings, but they were canceled. The FAC meets at the same time as the Planning Commission. I attended most Planning Commission and City Council meetings over the past two years.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

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As a retired person, I can devote as much time as required. Not including meeting attendance, I could commit to an average of 8 to 10 hours a month.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

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No.

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Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail: Office of the City Clerk  
9770 Culver Blvd.  
Culver City, CA 90232

By Fax: (310) 253-5830

By Email: city.clerk@culvercity.org

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### Outreach Question

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Other

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### Supplemental Questions

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

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### Thank You

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!

Jeanne Black

Jeanne T. Black



## Education

**University of California, Los Angeles**

**Jonathan and Karin Fielding School of Public Health**

**Ph.D., Health Policy & Management**

Dissertation title: *Comparing the Health Status of Latinos and Non-Latino Whites: Do Standard Self-Reported Measures Have Cross-Cultural Validity?*

**Northwestern University, Evanston, IL**

**Kellogg School of Management**

**M.B.A., with Distinction**

Hospital and Health Services Management

**Brown University, Providence, RI**

**A.B., Biology**

## Professional Experience

**Cedars-Sinai, Los Angeles**

**Director, Health Services Research, Department of Orthopaedics**

2018 – 2021

**Associate Director, Master's Program in Health Delivery Science**

- Participated in creation of new master's program, including curriculum development, mentoring student capstone projects, evaluation of team presentations, program accreditation, admissions
- Developed and taught comprehensive course on Healthcare Financing and Value
- Co-authored successful grant proposal to NIH, "Randomized-controlled trial of virtual reality for chronic low back pain to improve patient-reported outcomes and physical activity" (5UH3AR076573-05)

**Associate Director, Health Policy & Program Evaluation**

2008 - 2018

- Site Principal Investigator for BEAT-HF (Better Effectiveness After Transition – Heart Failure), a three-year six-hospital comparative effectiveness study funded by the federal Agency for Healthcare Research and Quality. Recruited 640 patients, 45% of total study participants.
- Evaluated performance of clinical and patient engagement programs in achieving quality and efficiency goals using appropriate study design and statistical analysis.
- Monitored and evaluated the impact of legislative and regulatory policy initiatives related to quality and efficiency reporting; recommended responses to medical center leadership, American Hospital Association, and Association of American Medical Colleges.
- Tracked external benchmarking of Cedars-Sinai quality and efficiency in public report cards.
- Provided analysis to support High Value Care Committee and Readmissions Oversight Committee.
- Served as a consultant on collaborative health services research and performance improvement projects designed to improve the value of health services at Cedars-Sinai and elsewhere.

**Advanced Bionics, Valencia, CA** (formerly a Boston Scientific Company)

2006 – 2007

**Senior Manager, Health Economics and Reimbursement**

Led development and execution of strategies to secure optimal reimbursement for cochlear implants and associated services. Evaluated quality of evidence supporting use and cost-effectiveness. Monitored policy developments impacting reimbursement; built relationships with key physician opinion leaders.

**University of California, Los Angeles**

**Senior Research Associate/Graduate Student Researcher**

1999 - 2004

**Department of Health Services. Co-investigator** (with Ninez Ponce, PhD.) for study funded by the California Program on Access to Care to evaluate the contribution of race, ethnicity, national origin, and language to disparities in access to basic health care services for non-elderly California adults.

**Center for Health Policy Research.** Facilitated planning for first California Health Interview Survey (CHIS) until survey director was hired; contributed to questionnaire development and provided research support for multi-cultural adaptation and sampling design. Project Manager for AMI Quality Improvement Project, funded by California Office of Statewide Health Planning and Development; developed multivariate model to identify hospital-level characteristics associated with poorer than expected 30 day mortality.

**Division of Cancer Prevention and Control Research, UCLA Jonsson Comprehensive Cancer Center.**

Abstracted and summarized 20 years of literature on quality of life measurement in breast cancer for National Cancer Institute working group led by Patricia Ganz, M.D.

**Health Policy Institute**

1995 – 1998

**University of Pittsburgh, Graduate School of Public Health**

**Associate Director** of policy research organization funded by local foundations and corporations.

- Conducted research and led community-based project teams in development of recommendations on cost and delivery of health services in Southwestern Pennsylvania.
- Co-investigator for Robert Wood Johnson Foundation (RWJF)-funded project on Changes in Employer-Offered Health Insurance: Firms' Decision Making and Employee Satisfaction.
- Provided technical assistance to Three Rivers Area Labor Management Committee for start-up of Allegheny County Public Sector Health Care Purchasing Coalition, funded by Heinz Family Foundation.
- As **Assistant Director** (1983 – 1987), analysis of the community economic impact of free-standing ambulatory surgery centers resulted in appointment to state Department of Health Subcommittee on Ambulatory Surgery and adoption of recommendations by Health Systems Agency of Southwestern Pennsylvania. Served as project staff for Robert Wood Johnson Foundation-funded Pittsburgh Program for Affordable Health Care.

**Integrated Health Care Services, Inc.**

1994 – 1995

**Pittsburgh, PA**

**Executive Director** of a 330-member Physician Organization associated with Allegheny General Hospital, a tertiary care teaching facility. Active participant with physician and hospital leaders in development of first integrated delivery network in Southwestern Pennsylvania. Served on hospital-medical staff committees for Utilization Management, Critical Pathways, and Outcomes Measurement.

**University Health Network (University Health Services, Inc.)**

1993 - 1994

**Pittsburgh, PA**

**President and Chief Operating Officer** of Preferred Provider Organization operated as joint venture of University of Pittsburgh-affiliated providers, Blue Cross of Western Pennsylvania, and Pennsylvania Blue Shield. Increased enrollment more than 300%; restructured utilization management program and data systems; created dedicated provider relations function; reorganized credentialing process.



**University of Pittsburgh Medical Center  
Pittsburgh, PA**

1987 – 1993

**Director, Division of Planning and Marketing.** Created division from ground up, built into staff of 47. Principal responsibility for clinical program evaluation and marketing strategy development; physician and patient referral relations; regional outreach/continuing education; policy analysis; liaison for biomedical informatics.

- Developed collaborative relationships with School of Medicine Department Chairmen and Chiefs, faculty practice plan managers.
- Initiated comprehensive reporting system on clinical program performance, including utilization, referral patterns, profitability, and patient satisfaction.
- Implemented patient satisfaction assessment system integrated with hospital QI program.
- Worked with physician task force to establish, implement, and monitor standards to improve outpatient access.

**Health Policy Institute**

**University of Pittsburgh, Graduate School of Public Health**

1983 – 1987

**Strategic planning consultant; hospital management and financial analyst**

1977 - 1982

National consulting firm; community hospitals

## Teaching Experience

Course Director, “Healthcare Financing and Value,” Cedars-Sinai Master’s Program in Health Delivery Science, 2017–2021.

Guest Lecturer, “Working with Data to Inform Clinical Operations: Use Cases and Lessons Learned from the Field” and “Dealing with Data in the Age of Big Data,”

UCLA Fielding School of Public Health, Health Policy & Management 441, April 2015, 2016 & 2017 and Cedars-Sinai Master’s Program in Health Delivery Science, September 2017.

Special Reader, “Health Systems Organization and Financing I and II,” “Practices of Evaluation in Health Services,” “Internship and Consulting Report,”

UCLA Fielding School of Public Health, Department of Health Services, 1998 – 2006 (various).

Instructor, “Integrated Delivery Systems,” University of Pittsburgh Graduate School of Public Health, 1995.

## Community Service

Brentwood-Palisades Community Chorale, 2023.

Volunteer Tutor, Santa Monica Public Library Literacy Education for Adults & Families, 2022–present.

St. Augustine By-the-sea Episcopal Church Chamber Choir, guest singer, 2022-present.

Board Secretary/Treasurer, The Mansfield Chamber Singers, Beverly Hills, CA 2022–present; singer, 2011–present.

Community Engagement Research Program, UCLA Clinical and Translational Science Institute, 2019-2021.

Cedars-Sinai Institutional Review Committee, 2019-2021.

Technical Expert Panel. U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services, Hospital-Wide Mortality Measure, 2016-2019.

**Community Service** (continued)

Abstract Reviewer, AcademyHealth Annual Research Meeting, 2019.

Laudamus Te Singers, Los Angeles, 2016–2023.

Westwood Presbyterian Church Chamber Singers, Los Angeles, 2014–2017.

Variations Collaborative Study Group, Association of Academic Medical Centers (AAMC), 2009–2013.

All Saints Episcopal Church Parish Choir, Beverly Hills, 2004-2009

UCLA School of Public Health Research Committee, 2001-2002.

UCLA Student Health Advisory Committee and Student Health Insurance Committee, 2001-2002.

Mit Gesang Yiddish Chorus, Los Angeles, 2000–2002.

St. Andrew's Episcopal Church Choir, Pittsburgh, 1993–1998.

Leadership Pittsburgh, planning committee and program facilitator, 1995-1997.

Board of Directors, Pittsburgh Camerata, 1991-1997; Board Secretary, 1994-1997.

Board of Directors, Canterbury Place (skilled nursing and personal care facility), Pittsburgh, 1991-1994; Long Range Planning Committee, 1993-1994.

PA Department of Health, Ambulatory Surgical Services Planning Task Force, 1992-1993.

Project Team, Uncompensated Hospital Care in SW Pennsylvania, Health Policy Institute, 1986-88.

Ad Hoc Subcommittee on Ambulatory Surgery, Statewide Health Coordinating Council, PA Department of Health, 1985.

Chair, Subcommittee on Costs, Hospital Capacity Rationalization Committee, Pittsburgh Program for Affordable Health Care, 1985.

Chair, Health Services Subcommittee, Economic Development Committee, Allegheny Conference on Community Development, Pittsburgh, 1984.

Technical Advisory Group, Environmental Scan Task Force, Health and Welfare Planning Association, Pittsburgh, 1984.

Board of Directors, Mendelssohn Choir of Pittsburgh, 1984-1986; singer 1983-86, 1990-91.

**Publications and Abstracts**

Kimchi A, Aronow HU, Ni Y-M, Ong MK, Mirocha J, Black JT, et al. Postdischarge Noninvasive Telemonitoring and Nurse Telephone Coaching Improve Outcomes in Heart Failure Patients with High Burden of Comorbidity. *J Cardiac Fail* 2023; 29:774-783.

Haynes SC, Tancredi DJ, Tong K, Hoch JS, Ong MK, Ganiats TG, Evangelista, LA, Black JT, et al. The Effect of Rehospitalization and Emergency Department Visits on Subsequent Adherence to Weight Telemonitoring. *J Cardiovasc Nursing* 2021; 36:482.

Birckhead B, Eberlein S, Alvarez G, Gale R, Dupuy T, Makaroff K, Fuller G, Liu X, Yu K-S, Black JT, et al. Home-based virtual reality for chronic pain: protocol for an NIH-supported randomised-controlled trial. *BMJ Open* 2021; 11: e050545.

IsHak WW, Korouri S, Darwish T, Vanle B, Dang J, Edwards G, Black JT, et al. Personalized treatments for depressive symptoms in patients with advanced heart failure: A pragmatic randomized controlled trial. *PloS one* 2021; 16: e0244453.

**Publications** (continued)

Garlich JM, Pujari A, Debbi EM, Yalamanchili DR, Moak ZB, Stephenson SK, Stephan SR, Polakof LS, Johnson CR, Noorzad AS, Little MTM, Moon CN, Black JT, et al. Time to block: early regional anesthesia improves pain control in geriatric hip fractures. *JBJS* 2020; 102: 866-872.

Haynes SC, Tancredi DJ, Tong K, Hoch JS, Ong MK, Ganiats TG, Evangelista, LA, Black JT, et al. Association of Adherence to Weight Telemonitoring With Health Care Use and Death: A Secondary Analysis of a Randomized Clinical Trial. *JAMA Network Open* 2020; 3: e2010174.

Visith U, Hays RD, Xu JJ, Fayers PM, Auerbach AD, Black JT, et al. Do the unlabeled response categories of the Minnesota Living with Heart Failure Questionnaire satisfy the monotonicity assumption of simple-summed scoring? *Qual Life Res* 2020; 29: 1349-1360.

Ross LB, Wittnegel K, Black J, Siegel K, et al. A Retrospective Analysis of High Opioid Use Patients Undergoing a Preoperative Pain Program Prior to Spine Surgery. *J Neurosurg* 2020; 132: 96.

Kimchi A, Aronow HU, Ni YM, Ong MK, Mirocha J, Black JT, et al. Evaluating the Burden of Comorbidity on the Effect of Remote Noninvasive Tele-monitoring and Nurse Coaching for Patients With Heart Failure: A Secondary Analysis of the Beat-HF Trial. *Circulation* 2019; 140: A11007.

Breda KM, Rosen S, Lin C, Black J, et al. Implementing a Geriatric Fracture Program within a complex environment. Poster selected for Presidential Poster Session at American Geriatrics Society Annual Scientific Meeting, May 2, 2019, Portland, OR.

Breda KM, Rosen S, Tashman N, Lin C, Black J. Impact of delirium nurse education measured by Confusion Assessment Method (CAM) performance. Poster presented at American Geriatrics Society Annual Scientific Meeting, May 2, 2019, Portland, OR.

Fuller G, Green J, Litt Deculus C, Black J, Weingarten S, Ramirez G, Spiegel B. Validity of Physician and Administrator Peer Review for Selecting Specialist Narrow Network Participants. *Popul Health Manag.* 2018 Aug 2. doi: 10.1089/pop.2018.0035.

Gu P, Kapur A, Li D, Haritunians T, Vasilauskas E, Shi DQ, Targan SR, Spiegel BMR, McGovern DPB, Black JT, Melmed GY. Serologic, genetic, and clinical associations with increased healthcare resource utilization in inflammatory bowel disease. *J Dig Dis* 2018; 19:15-23. doi:10.1111/1751-2980.12566

Rosen BT, Halbert RJ, Hart K, Diniz MA, Isonaka S, Black JT. The Enhanced Care Program: Impact of a Care Transitions Program on 30-Day Hospital Readmissions for Patients Discharged from an Acute Care Facility to Skilled Nursing Facilities. *J Hosp Med* 2017; 12. DOI 10.12788/jhm.2852

Daskivich TJ, Houman J, Fuller G, Black JT, Kim HL, Spiegel B. Online physician ratings fail to predict actual performance on measures of quality, value, and peer review. *JAMIA* 2017; ocx083. <https://doi.org/10.1093/jamia/ocx083>

Black JT, Minissian N, Sanders K, Halbert RJ, Isonaka S. OpenNotes in the Era of Meaningful Use: A Pilot Study. Poster presented at the Vizient Clinical Connections Summit, Dallas, TX, September 28, 2016.

Black JT, Halbert RH, Isonaka S, Hart K, Rosen B. Impact on 30-Day Readmissions of a Care Transitions Collaboration Between a Health System and Skilled Nursing Facilities. Presented orally at the AcademyHealth Annual Research Meeting, June 27, 2016, Boston, MA.

Ong MK, Romano PS, Edgington S, Aronow HU, Auerbach AD, Black JT, et al. Effectiveness of Remote Patient Monitoring After Discharge of Hospitalized Patients with Heart Failure: The Better Effectiveness After Transition-Heart Failure (BEAT-HF) Randomized Clinical Trial. *JAMA Intern Med.* 2016; 176:310-18.

## **Publications (continued)**

Vasilevskis EE, Kripalani S, Ong MK, Rosenthal JT, Longnecker DE, Harmon B, Hohmann SF, Wright K, Black JT. Variability in Implementation of Interventions Aimed at Reducing Readmissions Among Patients with Heart Failure: A Survey of Teaching Hospitals. *Academic Medicine* 2016; 91:522-9.

Black JT. Capsule Commentary on Michaelidis, et al., Cost-effectiveness of decision support strategies in acute bronchitis. *J Gen Intern Med* 2015:3431.

Black JT. Learning about 30-day readmissions from patients with repeated hospitalizations. *Am J Manag Care* 2014; 20(6):e200-e207.

Black JT, Romano PS, Sadeghi B, Auerbach A, Ganiats TG, Greenfield S, Kaplan SH, Ong MK. A remote monitoring and telephone nurse coaching intervention to reduce readmissions among patients with heart failure: Study protocol for the Better Effectiveness After Transition – Heart Failure (BEAT-HF) Trial. *Trials* 2014; 15:124.

Langberg ML and Black JT. Dead Souls: Comparing Dartmouth Atlas Benchmarks with CMS Outcomes Data. *New Engl J Med*. 2009; 361: e109.

Black JT, Hays RD, Ponce N. Differences in self-reported health between Latinos and whites in California. *Quality of Life Research Supplement* 2007; A-84, #1333. [www.isoqol.org/2007mtgabstracts.pdf](http://www.isoqol.org/2007mtgabstracts.pdf)

Kominski GF, Black JT, Lim YW. Hospital-Level Characteristics and 30-Day Risk-Adjusted Mortality of Patients Admitted with Acute Myocardial Infarction. Presented at the Academy Health 20th Annual Research Meeting, Nashville, TN, 2003.

Goodwin PJ, Black JT, Bordeleau LJ, Ganz PA. Health-related quality of life measurement in randomized clinical trials in breast cancer - Taking stock. *J Natl Cancer Inst* 2003; 95:263-281.

Kallich JD, Tchekmedyian S, Damiano AM, Shi J, Black JT, Erder MH. Psychological Outcomes Associated with Anemia-Related Fatigue in Cancer Patients. *Oncology* 2002; 16 (9 Suppl 10):117-124.

Peele PB, Lave JR, Black JT, Evans JH. Employer-Sponsored Health Insurance: Are Employers Good Agents for Their Employees? *Milbank Quarterly* 2000; 78:5-21.

Ponce N, Black JT. Do Immigrants Use Services More than Non-Immigrants? Presented at Association for Health Services Research, Annual Research Meeting, June 2000.

Lave JR, Peele PB, Black JT, et al. Changing the Employer-Sponsored Health Plan System: The Views of Employees in Large Firms. *Health Affairs* 1999; 18:112-117.

Black JT. Comment on the Employed Uninsured and the Role of Public Policy. *Inquiry* 1986; 83:210-213.

Black, JT. The Impact of Ambulatory Surgery on Health Care Costs. Presented at Association of University Programs in Health Administration Annual Meeting, 1986.

Black JT. The role of ambulatory care in establishing a strategic plan. *J Amb Care Manage* 1983; 6:1-15.

## **Reports and Chapters**

Kominski GF, Black JT, Rice T. Medicare Reform. Chapter in *Changing the U.S. Health Care System: Key Issues in Health Services, Policy, and Management*, 4th edition. Ed. GF Kominski. San Francisco: Jossey-Bass, 2014.

Peters BR, Black JT. Auditory Skill Development in Young Deaf Children with Bilateral HiRes 90K Implants: Background and Justification for Study Design in the United States. In *Auditory Research Bulletin Biennial Edition* 2007. Valencia, CA: Advanced Bionics, 2007.

## Reports and Chapters (continued)

Ponce NA, Black JT. The Role of Race, Ethnicity and Language in Access to Basic Health Care for Californians. California Program on Access to Care, California Policy Research Center, University of California. Policy Brief, October 2003.

Kominski GF, Black JT, Lim Y-W, Cantwell M. Improving AMI Outcomes in California: Issues in Developing a Quality-Improvement Process for Care of Heart-Attack Patients in California Hospitals. UCLA Center for Health Policy Research, 2002.

Kominski GF, Pourat N, Black JT. The Use of Relative Value Scales for Provider Reimbursement in State Workers Compensation Programs. A Report to the Industrial Medical Council, California Department of Industrial Relations. UCLA Center for Health Policy Research, 1999.

Black JT. The Health Sector in the Pittsburgh Region: An Economic Profile. University of Pittsburgh: Health Policy Institute, 1996.

Black JT. Internal Communication. Chapter in Marketing Management in Academic Medical Centers. Oak Brook, IL: University Hospital Consortium, 1992.

Black JT. Assessing Physician Supply and Demand in Southwestern Pennsylvania. University of Pittsburgh: Health Policy Institute Series No. 13, 1987.

Black JT. The Economics of Ambulatory Surgery in Southwestern Pennsylvania. University of Pittsburgh: Health Policy Institute Policy Series No. 11, 1985.

Black JT. Implications of a Changing Economy for the Hospital System in Southwestern Pennsylvania. University of Pittsburgh: Health Policy Institute Policy Series No. 9, 1984.

## Editorial Activities (reviewer)

Journal of Medical Internet Research 2015, 2018, 2019

Journal of Hospital Medicine 2017

Home Health Quarterly Review 2016

Journal of General Internal Medicine 2014

Journal of Ambulatory Care Management 2014

## Research Grants

Source: **Patient Centered Outcomes Research Institute (PCORI)** SMPAI-2017C2-7716

Title: Personalized Treatments for Depressive Symptoms in Patients with Advanced Heart Failure

Purpose: This study is a pragmatic randomized controlled trial comparing the effectiveness of antidepressant medication management and behavioral activation therapy in patients with advanced heart failure. The results from this research study will help patients, caregivers, and physicians decide what treatment path to follow to alleviate depressive symptoms during advanced medical illness.

Amount: \$2,633,622 Date: 2018 – 2022

Role: Co-Investigator (PI Waguih IsHak, MD)

## Research grants (continued)

Source: **Agency for Healthcare Research and Quality** (R01 HS019311)

Title: Variations in Care: Comparing Heart Failure Care Transition Intervention Effects

Purpose: This multi-site randomized controlled trial was designed to compare the effect of implementing a nurse coaching and telemonitoring intervention with concurrent controls on variation in readmissions among older patients hospitalized with heart failure at six medical centers.

Amount: \$ 1,641,000 (Cedars-Sinai subaward from UCLA) Date: 2010 - 2013

Role: Principal Investigator at Cedars-Sinai Medical Center site (PI Michael Ong, MD, PhD)

Source: **Agency for Healthcare Research and Quality** (R36 HS15557)

Title: Latino-White Differences in Self-Reported Health Status

Purpose: Health Services Research Dissertation award to support completion of dissertation research.

Date: 2005

Role: Principal Investigator

Source: **California Program on Access to Care**

Title: The Role of Race, Ethnicity & Language in Access to Basic Health Care for Californians

Purpose: To assess the health impact of Proposition 54 by measuring the extent to which race, ethnicity, national origin, and language contribute to disparities in access to basic health care services for non-elderly California adults.

Amount: \$41,541 Date: 2003

Role: Co-Investigator (PI Ninez Ponce, PhD)

Source: **Robert Wood Johnson Foundation** (Grant # 29673)

Title: Changes in Employer-Offered Health Insurance: Firms' Decision Making and Employee Satisfaction  
Project Number: 29673

Amount: \$424,424 Date: 1996 - 1998

Role: Co-Investigator (PI Judith R. Lave, PhD)

## Invited Lectures

Black J, Shields M. Evaluating Policies and Regulations: Do Methods Make or Break? Panel chaired at AcademyHealth Annual Research Meeting, 2019.

"Hospital Readmissions and Value-Based Care." Cedars-Sinai Medical Center Board of Directors, Medical Policy Committee. Los Angeles, March 7, 2017.

"Hospital Readmissions and Value-Based Care." Hospital Quality Institute Board of Directors. Costa Mesa, CA, February 8, 2017.

"What Should We Learn From 'Negative' Trials? The Better Effectiveness After Transition – Heart Failure (BEAT-HF) Study." Cedars-Sinai Health Services Research Seminar Series. Los Angeles, December 8, 2015.

"What Can We Learn About Readmissions from Inpatient 'Frequent Fliers'?" Cedars-Sinai Health Services Research Seminar Series. Los Angeles, May 10, 2012.

"BEAT-HF: Better Effectiveness After Transition – Heart Failure: A Multi-Center Study Funded by AHRQ." Cedars-Sinai Preventive and Consultative Center of Excellence, September 14, 2011.

"Changing Horses in Midstream: Implications of New Evidence for the Research Design of 'Better Effectiveness After Transitions – Heart Failure' (BEAT-HF)." Cedars-Sinai Health Services Research Seminar Series. Los Angeles, January 11, 2011.

**Invited Lectures** (continued)

"Does Resource Use Affect Outcomes? A Study of Elderly Patients with Heart Failure in California Academic Medical Centers." Cedars-Sinai Health Services Research Seminar Series, Los Angeles, September 9, 2009.

"The Role of Race, Ethnicity and Language in Access to Basic Health Care for Californians." California Program on Access to Care Policy Briefing, Sacramento, September 22, 2003.

"Do Insured Immigrants Use More Physician Services than the Insured U.S.-born?" UCLA Division of General Internal Medicine and Health Services Research Seminar, April 2002.

"The Non-Profit Hospital System in the United States." Eastern European Health Administration Program. University of Pittsburgh and Hospital Na Homolce, Prague, Czech Republic, June 1997.

"The Revolution in Health Care: Trends and Implications." Plenary Speaker, The Impact of Managed Care and Other Health Systems Changes on Social Work in Public Health Settings. Public Health Social Work Institute, University of Pittsburgh Public Health Social Work Program and Maternal and Child Health Bureau, U.S. Public Health Service, Pittsburgh, May 1996.

"The Revolution in Health Care: A Regional Overview." Education Director's Network, Hospital Council of Western Pennsylvania, Warrendale, PA, January 1997.

"The Revolution in Health Care: A Regional Overview." Keynote Speaker, Industry, Ethics, and You, Leadership Pittsburgh, January 1997.

"The Impact of Health Care Restructuring on the Regional Economy." The Economic Status of Our Region. Legislative Briefing Session, University of Pittsburgh Institute of Politics, Greensburg, PA, August 1996.

"The Evolving Health Care System in the Pittsburgh Region." Medicaid Managed Care Seminar, Hospital Council of Southwestern Pennsylvania, Warrendale, PA, June 1996.

"The Evolving Health Care System in the Pittsburgh Region." Keynote Speaker, Managed Care Seminar, Mon Valley Providers Council, Braddock, PA, March 1996.

"Economics of Ambulatory Surgery in Southwestern Pennsylvania." Blue Cross of Western Pennsylvania, Pittsburgh, November 1985.

"Economics of Ambulatory Surgery in Southwestern Pennsylvania." Executive Directors of Pennsylvania Health Systems Agencies, Harrisburg, PA, October 1985.

"Trends in Health Care." School of Health Related Professions, University of Pittsburgh, Pittsburgh, January 1995.

"The Hospital Capacity Rationalization Committee of the Allegheny Conference on Community Development." Panelist, Health Policy Institute Fifth Annual Conference, Pittsburgh, November 1984.

"Implications of a Changing Economy for the Hospital System in Southwestern Pennsylvania." Society of Medical Social Service Directors, Pittsburgh, November, 1984.

"Changes in Hospital Use Rates: Causes and Effects." School of Health Related Professions, University of Pittsburgh, Pittsburgh, October 1984.

"Implications of a Changing Economy for the Hospital System in Southwestern Pennsylvania." Central Blood Bank Participating Hospitals, Pittsburgh, May 1984.

"Implications of a Changing Economy for the Hospital System in Southwestern Pennsylvania." Grand Rounds, Graduate School of Public Health, University of Pittsburgh, April 1984.

"Implications of a Changing Economy for the Hospital System in Southwestern Pennsylvania." Blue Cross of Western Pennsylvania, February 1984.

## Awards

New Investigator/Student Award, best poster, International Society for Quality of Life Research, 14<sup>th</sup> Annual Conference, Toronto, 2007.

Outstanding Abstract, Academy Health 20<sup>th</sup> Annual Research Meeting, 2003.

Women for Change (leadership award), University of California, Los Angeles, 2002.

Agency for Healthcare Research and Quality, Pre-Doctoral Fellowship, 1998-2001.

Young Alumnus Award, Kellogg Program in Health Services Management Alumni Association, Northwestern University, 1995.

Outstanding Graduate, Program in Hospital & Health Services Management, Northwestern University, 1977.

Distinguished Scholar, Graduate School of Management, Northwestern University, 1977. Beta Gamma Sigma (National Business Honor Society), 1977.

U.S. Department of Health, Education and Welfare Traineeship, 1975-1977.

Presidential Scholar for Massachusetts, U.S. Department of Education, 1970.

## Memberships

American Civil Liberties Union

Culver City Democratic Club

League of Women Voters

UCLA Alumni Association, Life Member

UCLA Health Policy and Management Alumni

(formerly: AcademyHealth, American Public Health Association)



## Application Form

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### Profile

Thank you for your interest in volunteering your time and expertise to the Culver City community. The information contained on this application is for use by the City in reviewing candidates to fill vacancies on City Commissions, Committees, and Boards. During consideration of applicants, the City may consider the information contained in this application, any required supplemental questionnaire, and any other publicly available information. An appointment to any Commission, Board or Committee is at the discretion of the appointing authority.

### Ethics and Avoidance of Conflicts of Interest

As a reflection of the residents of the community, Culver City prides itself on the high ethical standards adhered to by its municipal government. As a prospective applicant, we want you to be informed about potential limitations that state and local law impose on individuals who serve the community, especially where they may have a financial conflict of interest. Please consider this information before submitting an application and accepting an appointment. Further information and training regarding these limitations, as well as other legal and procedural requirements when serving on these bodies (i.e. Brown Act, ethics laws, etc.), will be provided in the event you are appointed to one of the City's commissions, committees, or boards.

State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

If you have questions about this information and how it may apply to your particular situation, please contact the City Attorney's Office at (310) 253-5660.

### Important Information

As you complete your application, please be aware of the following:

You may apply to any body at any time. However, only those positions that are either vacant or have terms ending soon may be considered for appointment during a certain timeframe.

You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.

If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

### If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Finance Advisory Committee Parks, Recreation and Community Services Commission

Alexander

First Name

Brody

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

### If you are a resident of Culver City, please list how many years:

2 Year

Primary Phone

Alternate Phone

VMware

Employer

Senior Strategy Manager

Job Title

Alexander Brody

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

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## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

I have not participated in any Culver City Community Services to date.

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

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## **Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

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The primary role of the Culver City Parks, Recreation and Community Services Commission is to serve as an advisory body to the City Council. It plays a crucial role in shaping the policies and programs related to community services within the city. In the case of the Parks department, the commissions are responsible for making recommendations on park development, recreational activities, and community service initiatives to enhance the quality of life for Culver City residents. In the case of the Finance Advisory Committee it is to advise the City council on all financial matter related to city activities

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

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I am deeply passionate about community well-being and the vital role that parks and recreational facilities play in fostering a healthy and vibrant community. I believe that access to well-maintained parks and a diverse range of recreational opportunities is essential for the physical and mental well-being of residents. By serving on this commission, I aim to contribute my expertise and enthusiasm to help shape policies and initiatives that make Culver City an even better place to live.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

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My qualifications for this role include: Background in Strategy and Finance: My professional background is in strategy and finance, which has provided me with strong analytical skills and a keen ability to evaluate and make decisions based on data and financial considerations. These skills are valuable when assessing budgetary needs for park development and community programs, ensuring fiscal responsibility. Passion for Public Parks: As an active user of Culver City's public parks, particularly the Culver City Municipal Plunge, I have a firsthand appreciation for the importance of accessible and well-maintained recreational facilities. My regular swimming for exercise at the Plunge gives me a unique perspective on the user experience and allows me to advocate for improvements that enhance the community's well-being. Community Engagement: I am deeply committed to community engagement and believe in the power of public input. My experience in hosting community forums and facilitating discussions on strategic initiatives has equipped me with the skills to foster dialogue and gather valuable input from residents. Analytical Thinking: My background in strategy has honed my ability to think critically, identify opportunities, and develop innovative solutions to complex challenges. This skill is crucial when addressing issues related to park accessibility, program diversity, and resource allocation. I am enthusiastic about the opportunity to leverage my financial acumen, community engagement skills, and personal commitment to public parks to contribute effectively to the Parks, Recreation and Community Services Commission's mission of enhancing the quality of life for Culver City residents

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

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I envision fulfilling the objectives and goals by actively participating in commission meetings, engaging with community members to gather input, and conducting research to make informed recommendations to the City Council. I will work collaboratively with fellow commissioners to develop and promote policies and initiatives that align with the city's vision for vibrant and inclusive public spaces.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

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While I have not attended any commission meetings in the past, I have closely followed their proceedings, reviewed meeting minutes, and familiarized myself with the ongoing initiatives and challenges faced by the commission.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

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I am committed to dedicating a substantial amount of time each month to review materials and prepare for commission meetings. I anticipate spending at least 10-15 hours per month studying relevant documents, conducting research, and engaging with stakeholders to ensure that I am well-prepared to contribute meaningfully to the commission's work.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

I would like to emphasize my strong belief in the transformative power of public spaces and recreational opportunities. I am excited about the opportunity to work collaboratively with the commission, City Council, and the community to create and enhance spaces that promote health, happiness, and a sense of belonging for all Culver City residents. My commitment to the betterment of our community is unwavering, and I am eager to serve and contribute to the continued growth and vitality of Culver City.

---

Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail:                      Office of the City Clerk  
                                    9770 Culver Blvd.  
                                    Culver City, CA 90232

By Fax:                        (310) 253-5830

By Email:                    [city.clerk@culvercity.org](mailto:city.clerk@culvercity.org)

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---

## Outreach Question

The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \*

☒ Website/Email

---

## Supplemental Questions

Question applies to Parks, Recreation and Community Services Commission

**How many meetings of the Parks, Recreation, and Community Services Commission have you watched on cable or via the internet in the last year? What was your impression of those meetings? What, if anything, would you change?**

I have actively watched several meetings of the Parks, Recreation, and Community Services Commission over the past year. My impression of these meetings has been positive overall. I appreciate the commission's dedication to addressing the diverse needs of the community, from park maintenance to the development of recreational programs. The open and transparent nature of the meetings is commendable. However, I would suggest a greater emphasis on community engagement outside of meetings. Encouraging more public input through surveys, forums, or online platforms could enhance the commission's ability to gather a wider range of perspectives and insights. Additionally, making meeting materials and minutes more accessible to the public online would help residents stay informed and engaged. I find the existing interface to review meeting minutes and decisions cumbersome and clunky.

Question applies to Parks, Recreation and Community Services Commission

**What Parks, Recreation and/or Community Services experience would you bring to the PRCS Commission?**

While my professional background is in strategy and finance, my personal experience as an active user of the Culver City Municipal Plunge for regular swimming exercises has provided me with valuable insights into the community's recreational needs and desires. This firsthand experience allows me to understand the importance of well-maintained facilities and accessible recreational opportunities. Moreover, my dedication to community engagement and my ability to analyze data and budgets will enable me to contribute to informed decision-making processes within the commission. I believe that a fresh perspective and diverse skills can complement the commission's existing expertise, leading to innovative solutions and initiatives.

Question applies to Parks, Recreation and Community Services Commission

**What makes the PRCS Commission the commission that you want to be on, as opposed to being a member of any of the other Commissions, Committees, and Boards?**

The Parks, Recreation, and Community Services Commission resonate with me due to its direct impact on the well-being and quality of life of Culver City residents. Public parks and recreational facilities serve as inclusive and accessible spaces that bring communities together, promote physical and mental health, and foster a sense of belonging. While other commissions and boards play vital roles in the city, the PRCS Commission aligns most closely with my personal passions and experiences. My regular use of the Culver City Municipal Plunge demonstrates my commitment to the commission's mission. I am eager to contribute my unique perspective and expertise to help shape the future of our community's recreational spaces and programs.

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

---

## Thank You

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!

# Alexander Brody

## EXPERIENCE

### THE BOSTON CONSULTING GROUP (BCG)

Los Angeles, CA  
2021-Present

#### Consultant

- **Go-to-market strategy**
  - Drove GTM strategy for a technology company; Analyzed customer and product-level sales data to identify bundling opportunities and developed a pricing strategy to optimize the price-volume tradeoffs; drove growth top-line and margin growth through targeted cross-sell and up-sell opportunities with key customers
- **Large-scale transformations**
  - Supported operating model transformation for a major financial institution; Led working sessions with senior executives and cross-functional leaders to identify, assess, and prioritize key opportunity levers (e.g., third party spend, organizational restructuring, and branch network optimization) to deliver \$700M annual savings across 15 corporate functions (e.g., retail banking, technology, HR, finance, and legal)
  - Developed three-year roadmap for organizational redesign of shared services for a global investment firm; defined and prioritized long-term growth and investment opportunities through cost modeling of headcount and non-headcount impacts of next generation way of working initiatives
- **Acquisition due diligence for institutional investors**
  - Led analysis of target market size, industry trends, and business model; Assessed target's right-to-win based on feature differentiation, customer feedback, and competitive threats and determined market potential and growth trajectory for customer segments; delivered acquisition recommendations based on valuation principles

### HONEYWELL

Atlanta, GA  
2020-2021  
2019-2020

#### Lead Strategic Planning Manager – Global Strategy

#### Strategic Planning Specialist – Global Strategy

- **Business go-to-market transformation**
  - Launched vertical business transformation, repositioning offering portfolio and value propositions to new customer segments including development of new data center business division resulting in 50% YoY top line growth (+\$90M)
- **Major product launch planning and strategy**
  - Led team in conducting in-depth customer discovery, identifying customer segments, pain points and value propositions for key offerings
  - Set new product strategy based on customer data; ran collaborative cross-functional product development workshops aligning engineering, marketing and sales teams on key deliverables, interdependencies, and potential risks
- **Strategy and analytics**
  - Leveraged BI tools, including Tableau to develop tools and dashboards providing executive leadership real-time insights to KPIs on business performance pivotal for transformational business initiatives
  - Defined and evaluated business KPIs to track sales performance across markets, geographies, and customer segments
- **Major product go-to-market strategy and launch planning**
  - Refined \$5B market opportunity for new products in the building technology industry and delivered recommendations to general managers on target customers and paths to market
  - Objectives included developing long-term product roadmap for intellectual property protection and go-to-market strategy, including patent discovery, pricing analyzes, and alignment of channel partners
- **Other notable achievements** - Bravo Award Recipient 2021; Recognized for outstanding leadership

### CUSHMAN & WAKEFIELD

New York, NY  
2016 – 2018  
2013 – 2016

#### Associate, Strategic Advisory Group

#### Analyst, Strategic Advisory Group

- **Financial modeling and analysis**
  - Supervised development of tailored analyses for clients; optimized financial, accounting, and tax implications associated with complex real estate and capital market transactions



- Developed unique deal structure allowing a non-profit to take full advantage of its tax-exempt status; deal structure saved the client \$50M+ or 25% of its operational occupancy cost
- **Real estate portfolio strategy**
  - Determined key financial metrics and deal strategies instrumental during negotiations for MetLife's 500,000 square foot lease in its namesake building at 200 Park Avenue, reducing run rate by 25%

## **SPACEX**

**Hawthorne, CA**

*Intern, Mission Assurance*

**2012 - 2013**

- **Pilot flight safety design**
  - Coordinated a cross functional team of engineers and NASA policymakers to design the qualification programs for spacesuit design

## **EDUCATION**

**NEW YORK UNIVERSITY, Leonard N. Stern School of Business**

**New York, NY**

*Master of Business Administration*

**2020**

*Specializations in Product Management, Strategy, and Business Analytics*

**COLUMBIA UNIVERSITY, Fu foundation of Engineering and Applied Science**

**New York, NY**

*Bachelor of Science in Mechanical Engineering*

**2013**

**WESLEYAN UNIVERSITY, Joint 3/2 Program with Columbia University**

**Middletown, CT**

*Bachelor of Arts in Physics*

**2013**

- Men's Varsity Swimming 2009 -2011, Team captain in 2011

## **ADDITIONAL INFORMATION**

- **Charity:** Led 10+ fundraisers for several charities including Leukemia Lymphoma Society, Cycle for Survival, and First Descents. Led teams raising over \$50,000 to help fund cancer research
- **Proficient in:** Excel, Tableau, PowerBI, VBA, SQL, C/C++, Python, MATLAB, Mathematica, Creo/ProEngineer
- **Certifications:** Series 7, Series 63, Series 79

## Application Form

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### Profile

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State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

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### Important Information

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You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.

If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

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### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Wyatt

First Name

Gray

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

6

Primary Phone

Alternate Phone

JVS SoCal

Employer

Case Manager

Job Title

Wyatt Gray

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

n/a

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

n/a

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

n/a

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

Currently serving as Tenant Representative with Culver City Landlord Tenant Mediation Board

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

please see attached resume

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

please see attached resume

  
Upload a Resume

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## Application Questions

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

Finance Advisory Committee Resident Seat This board provides advice to the City Council based on the the review of the revenues and expenditures of Measure Y, Measure CW, and Measure C funds consistent with the City Council Adopted Budget; methods through which the City can reduce expenditures; and methods to increase or diversify City revenues.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

As a long-time renter in Culver City I would be interested in being part of the conversation and helping improve the city around me.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

I'm employed as a Case Manager with a non-profit in Culver City where I oversee our office's workforce development training budget. I am also currently participating in Leadership Culver City, a program created in partnership with the Culver City Chamber of Commerce and Center for Non-Profit Management to help equip residents of Culver City with skills and connections to become more involved in their community.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

My diligently attending each meeting and preparing beforehand by reading the materials.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

I didn't know this board existed but I would like to learn more about do what I can to help.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

approx. 10 hours

Wyatt Gray

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

Please upload a file to attach supplemental information, if desired.

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### **Outreach Question**

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

---

☒ Website/Email

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### **Supplemental Questions**

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

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"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

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---

## **Thank You**

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# Wyatt Gray

Community Engagement Specialist with  
Background in Non-Profits

Dedicated and results-oriented Community Engagement Specialist with a proven track record in fostering meaningful connections within diverse communities. Leveraging over three years of experience in the non-profit sector in Los Angeles, I am passionate about driving positive change and enhancing community well-being. My background in non-profits has honed my ability to collaborate effectively with local governments and other community stakeholders. I've assisted in developing outreach strategies and executing community-driven initiatives. I am committed to utilizing my skills and expertise in making my corner of Los Angeles a better place to live and work.

## Areas of Focus:

- ♦ Community Engagement
- ♦ Case Management
- ♦ Complex Problem Solving
- ♦ Conflict Resolution
- ♦ Program Development
- ♦ Data Analysis
- ♦ Administrative Assistance
- ♦ Customer Relations
- ♦ Managing Invoices

## Professional Experience:

**JVS SoCal – West Los Angeles Worksource Center**  
**Case Manager**

**Jan 2022 – Present**

Provides support and work-related guidance services to assist participants to reach their employment goals. Serves as primary point of contact for Los Angeles Career Reconnections Academy (LARCA 2.0) program team. Assists Program Manager in strategic planning and utilization of training budget.

- Manages an average client list of 150 people
- Plans hiring/recruitment events in the community
- Utilizes published data from Dept. of Labor to assist clients in career development

**Community Organized Relief Effort (C.O.R.E)**  
**Community Vaccination Team Lead**

**Apr 2020 – Dec 2021**

Responsible for orchestrating and supervising a dedicated team of healthcare professionals and volunteers tasked with efficiently and effectively administering vaccines to the community. Oversaw vaccination site operations, ensuring a seamless and organized process for the public. Training and mentoring team members, maintaining vaccine supply chains, and fostering a collaborative environment to maximize community immunization efforts.

- Organized mobile COVID immunization stations in pandemic-affected communities with a crew of 12
- Volunteered at the Dodger Stadium Testing Site at start of Pandemic and was soon promoted.
- Supported LAFD in coordinating citywide immunization

**Four Seasons, Beverly Hills**  
**Guest Services**

**Oct 2016 – Mar 2020**

Worked in Guest Services at a luxury hotel. Provide exceptional guest experiences by delivering personalized service and attention to detail. From welcoming guests with warmth and professionalism to anticipating their needs throughout their stay, I ensured every moment is memorable and exceeds their expectations.



## **Additional Projects**

Directed a project to revamp the local Work Source Center's literacy assessment.

Part of a panel providing feedback on the design of a major vaccination site to be utilized in Atlanta, Georgia.

Volunteered at the Ventura County Elections Office.

Assisted with 2020 Census Community Outreach in Ojai, CA.

## **Education**

**Bachelor of Science, Cross-Cultural Anthropology**

Westmont College, Santa Barbara, CA

## Application Form

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### Important Information

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If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
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- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

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### Which Boards would you like to apply for?

---

Finance Advisory Committee: Submitted

**If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.**

---

Mary

First Name

Haase

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

---

☒ Yes ☐ No

**If you are a resident of Culver City, please list how many years:**

---

25

Primary Phone

Alternate Phone

Murphy Beane McKernan, APC

Employer

Attorney

Job Title

Mary Haase

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

Little League Coach - 3 years Culver City AYSO Coach - 2 years CCUSD PTA member

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

---

Senior Attorney, Murphy Beane McKernan - 1993 to present - handle all aspects of workers compensation, defense. Depose expert witnesses, defend employer at trial, communicate with employers and insurance adjusters and advise on Risk Management, Litigation and settlement strategy. Business partner, Platinum Black, Inc. - 2011 to present - handle all bookkeeping, payroll, employment tax payments and filings, banking, regulation compliance, insurance and legal issues for family-owned hair salon.

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

---

University of Illinois, BS Business Administration, summa cum laude Pepperdine University, JD Member, State Bar of California

---

[Upload a Resume](#)

---

## **Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

---

Analyze issues concerning City revenue and expenditures and advise the Council on ways to effectively increase revenue while ensuring expenditures are reasonable and appropriate.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

I want to contribute to the community where I live and work now that the kids are grown. I have seen Culver City change and evolve in the past decades and feel it is important to ensure that fiscal responsibility is front and center when new programs are being considered.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

My business degree set me up for a broad understanding of accounting, finance and business practice, which I have used in operating my husband's and my small business. I have also been one of the multi-tasking working parents within the city and have accumulated years of observations, frustrations and ideas on what seems to work for the people in our area.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

I view this position as requiring the review of financial documents and proposals and discussing the potential impact of certain measures on the business and taxpayers of Culver City. While objective analysis will be a primary component, I see creative thinking as essential when discussing financial programs that may not be working well.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

I have not attended any but read the Minutes.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

Probably 10-20 hours a month, depending on the complexity of the issues for discussion.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

I am disheartened that the national polarization of political beliefs has trickled into our city, and I would like to work-in however small a way - toward ensuring Culver City does not succumb to extreme ideas on either side that do not benefit the community as a whole.

---

Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

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---

☒ Website/Email

---

## **Supplemental Questions**

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

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---

## Thank You

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!

## Application Form

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### Profile

Thank you for your interest in volunteering your time and expertise to the Culver City community. The information contained on this application is for use by the City in reviewing candidates to fill vacancies on City Commissions, Committees, and Boards. During consideration of applicants, the City may consider the information contained in this application, any required supplemental questionnaire, and any other publicly available information. An appointment to any Commission, Board or Committee is at the discretion of the appointing authority.

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State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

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- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

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You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.



If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
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- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

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### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Christopher

First Name

Lyon

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

3

Primary Phone

Alternate Phone

HalseyPoint Asset Management

Employer

Managing Director

Job Title

Christopher Lyon

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

N/A

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

See attached

Christopher Lyon

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

See attached

Upload a Resume

---

## **Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

Provide advice and consultation to the city council about how to budget and allocate specific revenue streams. Ensure that specific revenue streams and expenditures are consistent with city council objectives.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

I love Culver City and I am committed to the city for the long term. My husband and I have been renting in Culver City for approximately three years and we recently bought a home here. I think I can add a unique perspective to this role as a previous renter and new homeowner; a millennial; and a member of the LGBT community. I want to leverage my unique perspective and experience working for some of the largest financial institutions in the world to help advance the objectives and fiscal health of the city I love.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

I have spent my entire career working in financial services, with most of my experience spent as a fixed income investor. I bring 10+ years of experience in financial services and the perspective of a private sector investor, which I believe would give me a unique perspective on city budgetary considerations. I have degrees in accounting and finance and am very familiar with budgeting, forecasting, bond issues, credit ratings (and associated considerations), and financial management, all of which I believe would be relevant for this role.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

Actively participating in the debate and decision-making process; reviewing and researching prepared materials; leveraging my personal and professional network where necessary to contribute to the mission of the Commission; engage with residents and business community to incorporate diverse perspectives into the decision-making process.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

N/A

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

40 hours month / 10 hours per week.

Christopher Lyon

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

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N/A

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Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail:                      Office of the City Clerk  
                                    9770 Culver Blvd.  
                                    Culver City, CA 90232

By Fax:                        (310) 253-5830

By Email:                    city.clerk@culvercity.org

If you have questions regarding the completion or filing of this application, please contact the City of Clerk's Office, by fax or email as indicated above, or by phone at (310) 253-5851.

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### **Outreach Question**

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook,/Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Website/Email

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### **Supplemental Questions**

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

---

## **Thank You**

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# Chris Lyon

## WORK EXPERIENCE

### **HalseyPoint Asset Management, LLC**

**July 2019 – Present**

*Managing Director and Senior Analyst*

El Segundo, CA

- Senior Analyst responsible for underwriting and managing broadly-syndicated leveraged loan investments in the healthcare and technology sectors within HalseyPoint's CLO structures (six CLOs with AUM of approximately \$2.75 billion)
- Manage a portfolio of 60 credits (majority single-B) across \$550 million of exposure
- Responsible for evaluating new issue and secondary loan investments and making buy / sell recommendations based on credit quality, relative value, and fund needs
- Act as the firm's backup trader, with responsibility for executing primary and secondary loan trades

### **BlackRock, Inc.**

**April 2017 – July 2019**

*Vice President*

Santa Monica, CA

- Vice President in BlackRock's U.S. Private Capital Group (formerly Tennenbaum Capital Partners until its acquisition by BlackRock in August 2018), with responsibility for underwriting and executing investments in private credit and traded credit
- Primary focus on sponsor-backed technology and healthcare investments

### **HSBC Securities (USA) Inc., Los Angeles, CA**

*Associate, Leveraged & Acquisition Finance*

**April 2015 – April 2017**

Los Angeles, CA

- Associate in HSBC's Leveraged & Acquisition Finance group, with responsibility for helping pitch, structure, negotiate, syndicate, and close high-yield financing transactions led by HSBC
- Conducted fundamental credit and market analysis, including credit ratings analysis, debt capacity analysis, and valuation analysis in support of both underwriting and pitching efforts

### **HSBC Bank USA, N.A., Los Angeles, CA**

*Credit Analyst, Middle Market Corporate Banking*

**November 2013 – April 2015**

Los Angeles, CA

- Underwrote bilateral and syndicated loans to middle market corporate clients
- Administered the entire credit cycle, including pitch preparation, due diligence, credit analysis, credit approval, legal documentation, and portfolio management

### **HSBC Bank USA, N.A., New York, NY**

*Graduate Development Program*

**July 2013 – November 2013**

New York, NY

- Completed HSBC's formal credit training program, which consisted of four months of headquarters-based training in New York, followed by a permanent placement in Los Angeles

## EDUCATION

### **Claremont McKenna College, Claremont, CA**

**May 2013**

*Master of Arts in Finance*

- Cumulative GPA: 10.50/12.00

### **University of California, Santa Barbara, CA**

**June 2012**

*Bachelor of Arts in Economics & Accounting (with Distinction) and Bachelor of Arts in French*

- Cumulative GPA: 3.80/4.00
- Phi Beta Kappa

## SKILLS

**Languages:** French (fluent)

**Technical:** Microsoft Excel (advanced), Bloomberg (advanced), Black Mountain (proficient)

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### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

#1. ADVISORY COMMITTEE ON HOUSING AND HOMELESSNESS #2 FIESTA LA BALLONA COMMITTEE BICYCLE #3. PEDESTRIAN ADVISORY COMMITTEE #4. FINANCE ADVISORY COMMITTEE

Matrecha

First Name

Mcqueen

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

6

Primary Phone

Alternate Phone

Matrecha Mcqueen



---

Employer

---

Job Title

**Are you a Culver City business owner/operator?**

---

☒ Yes ☐ No

**If you are a Culver City business owner/operator, please list how many years.**

---

4

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

---

☐ Yes ☒ No

---

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

---

☒ Yes ☐ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

---

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

---

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

---

☐ Yes ☒ No

**If yes, please explain:**

---

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

---

OUTREACH, VOLUNTEER, FEED THE HOMELESS, YMCA YOUTH VOLUNTEER, YMCA BATTERED WOMEN SHELTER, DROP IN CENTER

Matrecha Mcqueen

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

---

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

---

---

Upload a Resume

---

## **Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

---

TO PROVIDE EFFECTIVE SERVICE, PROMOTE AWARENESS AND ADDRESS CRITICAL ISSUES THAT'S BEEN OVERLOOKED, POORLY EXECUTED, OR NOT HELD WITH HIGH REGARD.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

I CAN IMPACT LIVES WITH A LEVEL OF CARE NOT JUST INFLUENCE. TO CREATE A GREATER HORIZON AND UNDERSTANDING OF WHATS NEEDED TO SUCCEED FOR EVERYONE INVOLVED.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

MULTIPLE CERTIFICATION, PROGRAMS, TRAININGS AND FIELD WORK. ESTABLISHED STANDARDS RESPONSE LEADING POSITIVE RESULTS.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

MAINTAINING STRUCTURE

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

ALL

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

100 PERCENT

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

WELL EDUCATED. I BRING SKILL AND VALUE.

Matrecha Mcqueen

---

Please upload a file to attach supplemental information, if desired.

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Culver City, CA 90232

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## Outreach Question

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook/Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Website/Email

---

## Supplemental Questions

Question applies to Bicycle and Pedestrian Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Bicycle and Pedestrian Advisory Committee**

---

☒ Resident

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

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### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

King

First Name

Molder

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

2

Primary Phone

Alternate Phone

Department of the Air Force

Employer

Director of Engineering

Job Title

King Molder

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

NA

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

NA

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

NA

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

NA

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

Councilmember, City of Mary Esther, FL, 2018-2019 Code Enforcement Board, City of Mary Ester, FL

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

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Technical Director, Warfighter Enterprise Division, SSC/SZY, May 2022 – September 2023 • Providing technical advice to the Senior Materiel Leader on acquisition matters across the Division's portfolio including Space Electronic Warfare, Defensive Cyber Operations- Space, National Test and Training Complex, and Standard Space Trainer programs. Director, Command Test Authority, SSC/BZT, March 2019 – May 2022 • Served as the Command Test Authority Director for Space Systems Command responsible to organize, train, and equip the workforce with the expertise, policy, training, and infrastructure to enable agile capability focused test and evaluation of Space systems. • Supervised a total force team of active duty, reservists, government civilian, and contractors and servers as rater for all government team members. • Met with stakeholders to explain organization policy and procedures and resolve problems that arise. Provided recommendations and interpretation of test and evaluation (T&E) issues that impact the Space T&E workforce. General Engineer, SAF/AQR, November 2016 – March 2019 • Action officer supporting the Air Force's Engineering Enterprise Executive Council (top S&E SES/SL level leadership in AF) in the implementation of the Air Force Engineering Enterprise Strategic Plan 2014-2024. • Worked primarily on the Strategic Plan Priority 4 addressing engineering enterprise workforce issues, including core competencies, structure, development, and assignments. • Worked Air Force level budget items to centrally fund access to standards, tools, and data across the enterprise. Mechanical Engineer, MALD/MALD-J Program Office, AFLCMC/EBJM, November 2014 - November 2016 • Mechanical & Systems Engineer as part of the Miniature Air Launched Decoy (MALD) and Miniature Air Launched Decoy-Jammer (MALD-J) production and development teams. • Supported the mechanical engineering portions of multiple aircraft integration and flight certification recommendations as new production configurations of MALD-J were sent to the field with changes to hardware. • Conducted multiple Tier 1 and Tier 2 supplier visits to conduct process witness and audit overall process controls. Systems Development Engineer, Workforce Development, AFLCMC/ENR, May 2011 – October 2014 • Air Force Life Cycle Management Center, Engineering Directorate (AFLCMC/EN) staff engineer working all types of workforce development tasks as directed by leadership. • Managed local Scientist & Engineering (S&E) recruiting at top engineering universities across the southeast. Lead team of 14 high-level recruiters from across the base to attend 10+ recruiting events each year. • As manager for S&E interns facilitated personnel actions including promotions, terminations, and performance improvement plans with supervisors and the Air Force Personnel Center. Test Engineer, McKinley Climatic Laboratory, 782TS, June 2005 - May 2011 • Team Lead responsible for climatic testing of military and commercial hardware at the Department of Defense's premier climatic test facility for 6 years. Managed test budgets totaling over \$25 million and led a 40+ member interdisciplinary team of technicians in the design, set-up, and execution of multiple test scenarios. • Served as the responsible test engineer for multiple Air Force, Navy, Army, and Marine Corps aircraft and ground system programs. • Commercial programs supported include Bombardier/Learjet, United Technologies, Raytheon, Northrop Grumman, Sikorsky, National Crane, and Omron Automotive. Graduate Research Assistant, Mississippi State University, Starkville, MS, May 2003 - May 2005 • Performed research sponsored by NASA Marshall on the joint NASA/US Air Force Integrated Powerhead Demonstrator. • Developed uncertainty analysis methodology for components of the Integrated Powerhead Demonstrator modeling at NASA Marshall and ground test at NASA Stennis.

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

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Education: Mississippi State University, Starkville, MS Master's Degree, August 2005, Major: Mechanical Engineering Thesis: Uncertainty analysis of integrated powerhead demonstrator mass flowrate testing and modeling Tennessee Technological University Cookeville, TN Bachelor's Degree, May 2003, Major: Mechanical Engineering Professional Military Education: • Air War College, Distance Learning, August 2018 • Air Command & Staff College, Correspondence, December 2010

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[Upload a Resume](#)



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## Application Questions

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

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To provide additional review and oversight in the areas of finance for the citizens of Culver City. Specifically from the website to provide advice to the City Council on the revenues and expenditures of Measure Y, Measure CW, and Measure C funds consistent with the City Council Adopted Budget; methods through which the City can reduce expenditures; and methods to increase or diversify City revenues.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

The position has been unfilled and answering the City Clerk's request for applications. I would like to get involved more in Culver City now that we have lived here a couple of years.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

My past experience in city government has been that doing the prep work for meetings, being an active listener, and being professional in communication with staff and citizens are most of the skills need for the job. The rest are specific to the city/county/state laws. I should be able to learn those quickly through reading and research. While my career has not been in accounting or finance my engineering education and work has provided plenty of rigor in math and problem solving.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

Attending meetings regularly and being fully prepared for those meetings.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

None

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

10-15 hours

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

If not needed for this board happy to serve in other boards in the future if needed. Also the link to "view available measure Y reports" on the FAC website is broken and doesn't take the viewer to those reports.

---

Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

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9770 Culver Blvd.  
Culver City, CA 90232

By Fax: (310) 253-5830

By Email: city.clerk@culvercity.org

If you have questions regarding the completion or filing of this application, please contact the City of Clerk's Office, by fax or email as indicated above, or by phone at (310) 253-5851.

---

### Outreach Question

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

---

☒ Website/Email

---

### Supplemental Questions

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

---

### Thank You

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!

## Application Form

---

### Profile

Thank you for your interest in volunteering your time and expertise to the Culver City community. The information contained on this application is for use by the City in reviewing candidates to fill vacancies on City Commissions, Committees, and Boards. During consideration of applicants, the City may consider the information contained in this application, any required supplemental questionnaire, and any other publicly available information. An appointment to any Commission, Board or Committee is at the discretion of the appointing authority.

### Ethics and Avoidance of Conflicts of Interest

As a reflection of the residents of the community, Culver City prides itself on the high ethical standards adhered to by its municipal government. As a prospective applicant, we want you to be informed about potential limitations that state and local law impose on individuals who serve the community, especially where they may have a financial conflict of interest. Please consider this information before submitting an application and accepting an appointment. Further information and training regarding these limitations, as well as other legal and procedural requirements when serving on these bodies (i.e. Brown Act, ethics laws, etc.), will be provided in the event you are appointed to one of the City's commissions, committees, or boards.

State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

If you have questions about this information and how it may apply to your particular situation, please contact the City Attorney's Office at (310) 253-5660.

### Important Information

As you complete your application, please be aware of the following:

You may apply to any body at any time. However, only those positions that are either vacant or have terms ending soon may be considered for appointment during a certain timeframe.

You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.

If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Vernon

First Name

Rosado

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

18

Primary Phone

Alternate Phone

Employer

Job Title

Vernon Rosado

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

None

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

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APS Security Patrol Systems Corporation 21250 Hawthorne Boulevard, Ste 500 Torrance, CA 90503 10 Years - President & General Manager Direct daily operations overseeing electronic and physical security staff for 30k+ residential customers, regional commercial centers, and light government facilities. • Manage oversight of project teams in installing and maintaining security systems including burglary, fire, surveillance, and access control. • Strengthened partnerships with local police and fire agencies, enhancing community awareness and alignment for the reduction of criminal activity. • Launched a low voltage division for new RMR income streams and technology integration. • Enhanced staffing retention and reduced expenses through streamlined onboarding and cloud-based systems. • Attend networking events to maintain close contact with community stakeholders and other protective services industry representatives. • Conduct monthly review of P&L with the finance team to ensure alignment with growth targets. • Maintain an overview of compliance requirements for staff licensing and training requirements as mandated by regulatory agencies at federal, state, and local levels. • Negotiate contract terms and establish or maintain expectations of deliverables through services and employee duties per client location or site. Direct daily operations overseeing electronic and physical security staff for 30k+ residential customers, regional commercial centers, and light government facilities. • Direct project teams in installing and maintaining security systems including burglary, fire, surveillance, and access control. • Strengthened partnerships with local police and fire agencies, enhancing community awareness and alignment for the reduction of criminal activity. • Launched a low voltage division for new RMR income streams and technology integration. • Enhanced staffing retention and reduced expenses through streamlined onboarding and cloud-based systems. • Attend networking events to maintain close contact with community stakeholders and other protective services industry representatives. • Conduct monthly review of P&L with the finance team to ensure alignment with growth targets. • Maintain an overview of compliance requirements for staff licensing and training requirements as mandated by regulatory agencies at federal, state, and local levels. • Negotiate contract terms and establish or maintain expectations of deliverables through services and employee duties per client location or site.

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

---



Upload a Resume

---

## Application Questions

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

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To provide guidance and counsel to the City Council on strategies to support the city, focusing on optimizing fiscal resources to maximize benefits for city departments, agencies, residents (including businesses), and the community at large.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

It's important for citizens to actively engage in processes that affect their lives and the communities where they live and work. This position plays a key role in facilitating this engagement and ensuring that citizens are involved in shaping the outcomes that impact them.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

In addition to my corporate experience, I hold an MBA in International Business, specializing in operations and management. My academic background further bolsters my expertise in overseeing budgets ranging from \$100,000 to \$5 million, conducting comprehensive cost analysis, applying accounting principles like GAP and EBITA to assess products and services, and effectively managing vendor selection, supply chain logistics, and order flow for the successful delivery of products and services.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

Within the guidelines and regulations set by the city, various methods and approaches exist available to achieve the desired outcomes. Detailing an exhaustive list of these options is impractical due to the broad nature of this question.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

None

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

Between 8 and 16 hours

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

Please upload a file to attach supplemental information, if desired.

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---

## Outreach Question

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☒ Word of Mouth

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## Supplemental Questions

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

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## Thank You

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# VERNON ROSADO

## Summary

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Take-charge professional delivering executive support and team leadership to business operations. Dependable and detail-oriented to manage multiple tasks and priorities. Broad experience includes office management, accounting, accounts receivable, invoicing, dispatching, database management, vendor negotiations, and contract management. Recognized for exemplary customer service and team collaboration.

## Skills

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- Contract Negotiations
- Customer Retention
- Program Administration
- Sales
- Financial Administration
- Business Development
- Account Management
- Branding
- Staff Supervision
- Operations Oversight
- Customer Relationship Management
- Business Administration
- Vendor Sourcing
- P&L Management
- Staff Motivation
- Multi-Unit Operation Management
- Multimillion-Dollar P&L Management
- Team Training and Development

## Experience

---

- APS Security Patrol Systems Corporation | Torrance, CA  
**General Manager**  
09/2014 - Current
- Direct daily operations overseeing electronic and physical security staff for 30k+ residential customers, regional commercial centers, and light government facilities.
- Lead project teams in installing and maintaining security systems including burglary, fire, surveillance, and access control.
  - Strengthened partnerships with local police and fire agencies, enhancing community awareness and alignment for the reduction of criminal activity.
  - Launched a low voltage division for new RMR income streams and technology integration.
  - Enhanced staffing retention and reduced expenses through streamlined onboarding and cloud-based systems.
  - Attend networking events to maintain close contact with community stakeholders and other protective services industry representatives.
  - Conduct monthly review of P&L with the finance team to ensure alignment with growth targets.
  - Maintain an overview of compliance requirements for staff licensing and training requirements as mandated by regulatory agencies at federal, state, and local levels.
  - Negotiate contract terms and establish or maintain expectations of deliverables through services and employee duties per client location or site.
  - Created a positive work environment by developing team building activities that encouraged collaboration among departments.
  - Performed routine audits of internal controls in order to maintain accuracy of financial records.
  - Trained employees on duties, policies and procedures.

University of Redlands | Redlands, CA  
**Interim Assistant Director for Enrollment**  
08/2013 - 11/2014

Reporting to the School of Business Director of Enrollment at the satellite campus, assisted in all phases of the recruitment and admissions process for students entering graduate and credential programs within the School of Business, giving special attention to the Greater Los Angeles region. Primary responsibility for recruiting prospective students through events, telephone activity, person-to-person counseling appointments, and general outreach. Additional duties included, but were not limited to:

- Maintained applicant files, and collected and distributed applicant documents and materials.
- Managed prospective students and applicant files via CRM, and produced enrollment reports using Excel and other tools.
- Utilized relationships with current students and alumni to promote lasting connections with the School for referral campaigns.
- Assisted in developing recruitment plans to recruit students through school districts, community colleges, and the state university systems.
- Assisted in planning market strategies, including the development of copy for correspondence, marketing materials, website, etc.
- Cultivated and maintained relationships to promote positive work culture.
- Guided and motivated staff to drive maximum performance.

AlliedBarton Security Services LLC. | Los Angeles, CA  
**District Operations Manager**  
08/2010 - 08/2012

Led operations for a diverse client portfolio, managing staffing, compliance, and operational goals.

- Maintained budgets exceeding \$3.5M, overseeing 800+ employees.
- Provided guard force management across multiple sites, overseeing deployment and quality of physical security.
- Managed contract guard services, ensuring compliance with regulatory requirements.
- Directed higher education security initiatives at prestigious institutions.
- Pioneered marketing strategies for employee smartphone engagement.
- Managed additional security coverage escort needs, coordinating daily security operations tasks.
- Assisted in planning and staffing special events, ensuring comprehensive security measures.

Compton College | Compton, CA  
**Reserve Police Officer**  
06/2009 - 09/2010

Fulfilled the role of a Police Reserve Officer for Compton College Police, contributing to campus security and law enforcement efforts.

- Engage with the college community through presentations, workshops, and events that promote safety awareness, crime prevention strategies, and emergency preparedness. Build positive relationships with students, faculty, and staff, acting as a resource for safety-related inquiries and concerns.
- Conduct regular patrols of the educational facility and its surroundings to deter criminal activity, address safety concerns, and provide a visible law enforcement presence.
- Respond to emergency situations such as medical incidents, fires, natural disasters, and security threats. Provide immediate assistance and coordinate with other emergency services as needed.
- Investigated suspicious activities and persons with tact and discretion.
- Maintained detailed records of daily activities and incident reports.
- Checked buildings after hours for signs of burglary or vandalism attempts.

HSS Security | Los Angeles, CA  
**Healthcare Security Director**  
07/2005 - 08/2010

Managed a 20-member security department, liaising with law enforcement, and overseeing electronic security systems.

- Implemented security programs, reducing incidents by 41%, and upgrading surveillance systems.
- Enhanced disaster preparedness and compliance with regulatory agencies.
- Managed physical security remedy tickets, auditing access control and

visitor management systems.

- Led planning and execution of security vendor service level agreements, identifying opportunities and risks.
- Developed and provided security awareness training programs, contributing to a skilled security team.
- Established and maintained effective communication with staff members to ensure efficient operations.
- Coordinated training activities for employees to ensure compliance with company policies and procedures.
- Resolved customer complaints quickly while maintaining high quality standards of service delivery.

Inglewood USD | INGLEWOOD,  
California

**Reserve Police Officer**

09/2001 - 07/2009

Served as a Police Reserve Officer for Inglewood Unified School Police, contributing to

safety and security within the educational environment.

- Served as a Police Reserve Officer for Inglewood Unified School Police, contributing to safety and security within the educational environment.
- Conduct regular patrols of the educational facility and its surroundings to deter criminal activity, address safety concerns, and provide a visible law enforcement presence.
- Respond to emergency situations such as medical incidents, fires, natural disasters, and security threats. Provide immediate assistance and coordinate with other emergency services as needed.
- Collaborate with school staff to implement and promote crime prevention programs, such as anti-bullying initiatives, substance abuse prevention, and safety awareness campaigns.
- Assisted in emergency response efforts during critical incidents.
- Provided support to local law enforcement agencies as needed.

## Education and Training

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University of Redlands | Redlands, CA

**MBA** in Global Business

12/2015

Thomas Edison State University | Trenton, NJ

**Bachelor of Science** in Homeland Security & Emergency Management

10/2012

West Los Angeles College | Culver City, CA

**Associate of Arts** in Administration of Justice

05/1991

## Certifications

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- Fraud Investigations
- Paper Crimes
- High Technology Crimes Investigations
- Interview and Interrogation Techniques
- Terrorism Liaison Officer - Basic
- Terrorism - Current Bombs and Bombings
- Firearms Instructor
- First Aid and CPR Instructor for First Responders
- Law Enforcement Volunteer and Reserve Coordinator
- Workplace Violence
- Hate and Bias Crimes

- Campus Law Enforcement and School Police
- General Laws of Arrest for Peace Officers
- Police Reserve Officer
- Basic Investigative Tracking
- Railroad Grade Crossing Collision Investigation
- Techniques for Effective Aggression Management Instructor
- Hate and Bias Crimes Instructor

## Application Form

---

### Profile

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### Important Information

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- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Omer

First Name

Sohail

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

<1

Primary Phone

Alternate Phone

California State Senate

Employer

Policy Analyst

Job Title

Omer Sohail

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

I want to disclose openly that I work for the Office of Senator Lola Smallwood-Cuevas, but I do not handle issues specifically related to Culver City. My portfolio largely covers her engagement around labor and community issues.

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

2016--91 Freeway Construction Ad-Hoc Committee, Committee Member 2016-2017--California Democrats Assembly District-58/60 Delegate, Elected 2018-2022--Same position, but appointed 2022-2023--Department Steward and Strike Captain for Luskin School of Public Affairs, UAW 2865

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

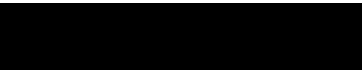
---

Resume attached

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

---

Resume attached



Upload a Resume

---

## **Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

---

This committee provides guidance and input to the city council on financial matters related to specific measures voted on by the voters of Culver City, as well as things that come up based on their discretion.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

I have always been an active and engaged resident wherever I have lived. I feel that often times, young people like me do not have their voices heard because forums are often inaccessible, unavailable or unfamiliar to them. However, given my background in policy and public service these kinds of arenas and conversations are more second nature to me. I seek an appointment to this body because I represent voices who are affected by fiscal and policy decisions, but often do not have a chance to weigh in to give their perspective. I'm looking forward to not just advocating, but also learning a great deal about what it takes to run a city like Culver City and meeting more and new people along the way. I am new to living in the city, but I have come through and about the city since moving to the LA area in 2021.



**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

My degree in Public Policy and Urban Planning have taught me the importance of civic engagement and democracy in running strong societies and institutions. It's also taught me that fiscal health is the backbone of that strong body--if our finances are not in order and people aren't looking at the details and raising concerns to council and staff, then our ship doesn't have a strong enough rudder. I've also learned that it's not wise to be penny wise and pound foolish, especially as we look to our long-term future. Our budgets shouldn't be balanced on the back of those who rely on city services and parks, but instead should ensure that those with the least have what they need to thrive. In my role as a Policy Analyst for a state senator, I know the level of scrutiny she is up against with every vote and decision she makes. I realize the stakes are even greater and more concentrated for the city council and staff. Hard decisions sometimes need to be made, but reaching consensus often means working with members on the board and finding creative solutions that can work for everyone. Very rarely can you find a perfect solution, but through compromise and dialogue, we can find things that work as a "best fit". As a researcher for labor unions, I understand their position in terms of advocating for their members. I'd be able to connect with labor representatives to reach decisions that are that "best fit". My urban planning training and previous experience providing input on large public works project (the 91 freeway, for example) gives me familiarity with the overall process and end goal. Apart from my education, professional experience and technical skills, I also think my age and background offer other unique qualifications. I want to raise my family in Culver City and make sure that it's a place that continues to be excellent for that. One of the reasons I moved here was because of the Ballona Creek Bike Trail and Culver City Steps. I want to make sure those places remain good and are improved upon for the future generation. I also am sensitive to the fact that other cities may look to us as an example of a well-functioning city. I am also a member of the LGBT community and South Asian, two groups that are largely underrepresented in decision-making spaces like this.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

I would provide a strong attention to detail and ensure that I know the exact details of a policy or proposal. I would rely upon my own experience to paint a picture of what a specific decision would mean for our city. For the things I didn't know, I would have no problem asking "dumb" questions to ensure that I know what I'm what I'm talking about. I'd also take time to better know my fellow members on the committee and understand their perspectives, especially when it's time to make a decision or send a recommendation to council.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

I have not attended a meeting of Culver City's finance advisory committee, but I have attended other city council meetings in the past and of other cities.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

All in all, I could dedicate 20 hours a month to this effort.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

I want to say that I moved here not too long ago, and have been familiarizing myself with community members and leaders. I think there's a lot of people like me in the city, and their perspectives are often not represented in city council spaces. If selected for the role, I would spend additional time getting to know the city and all its stakeholders. I also realize that these kinds of positions are time commitments, and I have the capacity for it. I'm very passionate about just policies and budgets, and would bring enthusiasm and energy into the space. As a younger person it's hard to set roots in a place, but I want to do that now in Culver City. Thanks again for your consideration.

---

Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail:                      Office of the City Clerk  
                                    9770 Culver Blvd.  
                                    Culver City, CA 90232

By Fax:                        (310) 253-5830

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---

## **Outreach Question**

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Website/Email

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## **Supplemental Questions**

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

---

## **Thank You**

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!

## Education

**Master of Urban and Regional Planning** UCLA Luskin School of Public Affairs

Class of 2023

GPA: 3.5

**Bachelor of Arts in Public Policy** University of California, Riverside School of Public Policy

Class of 2019

GPA: 3.36

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## Professional Experience

**Analyst, United Auto Workers Region 6; Los Angeles, CA**

**August 2022-June 2023**

- Conducting strategic research on legacy OEMs and newer vehicle manufacturers in the Western United States, including financial and supply chain analysis
- Advise senior staff, Regional Director, Local Union and International Union leaders on policy and industry developments with respect to the Electric Vehicle supply chain
  - My work enabled the first neutrality agreement between UAW Region 6 and a large Advanced Battery Manufacturer, Sparkz
- Authored policy concept and framework for SB 322 (Becker), a bill designed to add workforce standards to tax credits, grants and loans to Advanced Battery Manufacturers
- Collaborating with stakeholders and allied organizations to coordinate strategy and tactics, including direct action, lobbying and corporate engagement
- Help track private equity firms' activities and industry trends on climate and energy as it relates to the auto industry, vehicle electrification
- Facilitated strategic partnerships and built consensus about campaign strategies across multiple partner organizations
- Relaying sensitive and confidential information related to new and existing member organizing

**Policy Researcher, Center for the Advancement of Racial Equity**

**May 2022-June 2023**

- Coordinating program evaluation efforts for the IE Black Worker's Center inaugural pre-apprenticeship program, composed of 30 Inland Empire residents from underrepresented backgrounds in the building trades
- Researching and providing recommendations for implementing restorative justice procedures in worker retaliation cases with the California Labor Commissioner's office
- Conducted 20 interviews and focus groups with Labor Deputies, State Attorneys, Restorative Justice coordinators and program participants on their experience navigating training programs and state bureaucracies
- Co-authored bill concept and conducted policy research for SB 16, a bill that would expand strategic enforcement of labor standards

**Graduate Student Researcher, UCLA Labor Center**

**October 2021-April 2022**

- Coded interview transcripts to identify common themes across narratives, and authored memos summarizing key findings
- Created literature reviews citing relevant labor legislation along with historic and latest research on restorative justice and workforce development
- Designed research diagrams using Adobe Illustrator to succinctly present complex and rich information to community partners

**Field Representative, Office of Assemblymember Sabrina Cervantes; Corona, CA**

**October 2019-August 2021**

- Covered the issue areas of Health, Transportation, LGBT issues and Education (Higher-Ed and K-12) and provided weekly written updates in these issue areas to senior staffers and the Assemblymember
  - Condensed thorough background research into succinct briefing documents and drafted talking points for all of the Assemblymember's speaking engagements, social media posts and videos in these arenas
  - Provided weekly updates to capitol staff in these issue areas
- Conducted outreach to constituents, elected officials and community organizations, including relaying sensitive and confidential information to individuals, on Assemblymember Cervantes' behalf
- Worked with state agencies on behalf of constituents to resolve issues, while providing a superior level of customer service
  - Maintained an active caseload of over 70 constituents who were experiencing significant delays with their EDD benefits during the height of the COVID-19 pandemic

# Omer Sohail

- Provided timely and culturally competent service to constituents who were in distress due to not having the money they needed to pay rent and bills
- Collaborated with local government entities to provide wraparound services for constituents in need, success stories include:
  - Sought appeal for homeless constituent whose CalWorks benefits were rejected
  - Secured \$35,000 in housing repairs for elderly mobile home owner who was at risk of facing property condemnation by relaying with state and local program coordinators to combine funding from their respective pots of funding

## **Research Analyst, SEIU Local 121RN, Pasadena, CA**

**July 2019-September 2019**

- Supported Senior Research Analyst by cleaning up quantitative data sets, compiling literature reviews and facilitating group meetings with staff from other departments (communications, new organizing, political lobbying)
- Conducted political research on local government elections in Southern California cities and provided recommendations to political staff on allocating political capital
- Created Collective Bargaining Agreement evaluation tool through survey form and in-depth and focus group interviewing
- Provided support to direct action team by serving as a chant leader and providing logistical support for informational pickets
- Provided advocacy support to legislative team in championing legislation regarding safe staffing ratios in the California State Legislature

## **Chancellor's Research Fellow, UC Riverside Office of Undergraduate Education**

**June 2018-May 2019**

- Created research proposal to provide support to high school students in learning about civic matters, while gathering data on their personal experience
  - Compiled interdisciplinary literature review which pulled material from urban planning, public policy and education and provided coherent analysis and theoretical grounding
  - Received IRB approval to start project, but was not able to implement project due to timeline and impending graduation
- \$5,750 awarded to support an independent faculty mentored research project titled "Enhancing High School Students' Agency Through Community-based Participatory Action Research"
  - Guide students in conducting research on equity issues on their campus, and developing policy recommendations to their school's administration
  - Selected for Panel Presentation at 2019 Action Research Network of the Americas (ARNA) conference

## **Leadership Coordinator, HEART Women and Girls,**

**December 2018-July 2019**

- Coordinated logistics with vendors, panel speakers and staff for the RAHMA Student Retreat, an event focused on engaging 50 college students and staff on compassionately responding to Muslims survivors of sexual assault
- Supported the planning and implementation of HEART leadership programs for five campuses that reflect the diversity of Muslim communities across the nation.
- Created videos and written content about culturally competent sexual health education for social media handle (@hearttogrow)
- Drafted policy advocacy materials for Department of Justice grant applications

## **Workforce and Volunteer Coordinator, Grid Alternatives—Inland Empire**

**June 2017-October 2017**

- Assisted in planning a career and community fair for over 100 attendees in an underserved part of the Inland Empire (City of Jurupa Valley)
  - Coordinated table layout and follow up with employers and participants to secure their attendance and participation
- Gathered data for the Residential and Commercial Solar Employer Survey meant to address hiring challenges within the Inland Empire's Solar Industry
  - Contacted over 20 solar employees over email and followed up by phone to gather survey response
- Connected historically marginalized individuals (women, people-of-color, formerly-incarcerated, undocumented) to gainful employment opportunities in the solar industry through on-the-job training and in-office workshops
  - Scheduled workshops and ensure per instructors' availability and reach out to participants via email and phone to attend
- Facilitated meetings with local Assemblymembers and Senators to inform them about our work and advocated for state funds to be allocated toward placement programs

## **Matsui Congressional Fellow, Office of Congresswoman Barbara Lee—Capitol Office**

**January 2017-March 2017**

- Researched current federal policies on debt limit, tax reform, gun control, and other topics for the Legislative Staff

# Omer Sohail

- Assisted the Press staff in drafting language concerning the Congresswoman's stance on President Trump's early executive orders and congressional actions (Immigration ban, campus free speech, ACA repeal)
  - Work for the Congresswoman in her capitol office as a participant in the UC Washington Academic Internship Program and the Robert T. Matsui Congressional Fellowship

## **Health Policy Researcher, Riverside County Department of Public Health**

**September 2015-November 2015**

- Developed Youth Engagement strategies for Riverside County program coordinators and strategic plan with program director
  - Collaborated with partner organizations to establish the Healthy Cities Network, a coalition of public health partners
    - Scheduled quarterly meetings with a broad spectrum of health professionals throughout the region and drafted monthly newsletter

## **Intern, Riverside County Department of Public Health**

**November 2015-March 2016**

- Shadowed preceptor who worked at the intersection of urban planning and public health within the Injury Prevention Services section of the county's health agency
- Gathered constituent and resident input on active planning strategies

## **Sandwich Artist, Subway**

**March 2015-September 2015**

- Front-of-store tasks: Prepared sandwiches and checked customers out on point-of-sale system
- Back-end tasks: Washed trays, prepared ingredients according to food safety standards

## **Retail Employee, Raging Waters—San Dimas**

**May 2014-September 2014**

- Staffed cooler check-in booth and retail storefronts within the park
- Stored coolers in organized and methodical fashion
- Checked customers out on point-of-sale system
- Took inventory reports of items and reported to upper-level managers

## **Academic Awards-Scholarships**

### **Public Policy and International Affairs Fellow**

- Nationally competitive fellowship awarded to 30 undergraduate students interested in pursuing public service and attending a consortium graduate school
- Fully covered summer program tuition, housing, meal plan, supplies, airfare, GRE prep
- \$1,000 stipend

### **Robert T. Matsui Congressional Fellow**

- Competitive scholarship awarded to high-achieving UC Students selected for the UCDC program and interested in interning on Capitol Hill

### **Southern California Association of Governments Scholarship Recipient (\$4,000)**

- Competitive scholarship awarded to Southern California-area students interested in pursuing an internship in Urban Planning

## **Research Grants**

- Awarded \$1,600 for research expenses from the Luskin Center of Innovation for Masters Capstone Project titled, "Piloting High Road Training Partnerships in the San Joaquin Valley's Water Sector" for the Urban and Regional Planning program at the UCLA Luskin School of Public Affairs
- Awarded full university tuition remission for graduate school and monthly stipend as a Graduate Student Researcher with the UCLA Labor Center (2021-2023)
- Awarded \$5,750 to support an independent faculty mentored research project titled *"Enhancing High School Students' Agency Through Community-based Participatory Action Research"* through UC Riverside's Chancellor Research Fellowship (2018-2019)
  - Guide students in conducting research on equity issues on their campus, and developing policy recommendations to their school's administration
  - Selected for Panel Presentation at 2019 Action Research Network of the Americas (ARNA) conference at McGill University


## **Skills**

### **Languages**

- Verbal fluency in Urdu and Hindi, Working verbal and written proficiency in Spanish

### **Software skills**

- Microsoft Office Suite (Word, PowerPoint, Excel)

- 
- Intermediate Design: Adobe InDesign, Illustrator, Photoshop
  - Beginner Coding: Python Pandas and GeoPandas for Data Analysis through two urban data science classes

## Application Form

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### Profile

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### Ethics and Avoidance of Conflicts of Interest

As a reflection of the residents of the community, Culver City prides itself on the high ethical standards adhered to by its municipal government. As a prospective applicant, we want you to be informed about potential limitations that state and local law impose on individuals who serve the community, especially where they may have a financial conflict of interest. Please consider this information before submitting an application and accepting an appointment. Further information and training regarding these limitations, as well as other legal and procedural requirements when serving on these bodies (i.e. Brown Act, ethics laws, etc.), will be provided in the event you are appointed to one of the City's commissions, committees, or boards.

State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

If you have questions about this information and how it may apply to your particular situation, please contact the City Attorney's Office at (310) 253-5660.

### Important Information

As you complete your application, please be aware of the following:

You may apply to any body at any time. However, only those positions that are either vacant or have terms ending soon may be considered for appointment during a certain timeframe.

You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.



If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

### Which Boards would you like to apply for?

---

Finance Advisory Committee: Submitted

**If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.**

---

Vikram

First Name

Thakur

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

### Are you a Culver City resident?

---

☒ Yes ☐ No

**If you are a resident of Culver City, please list how many years:**

---

8

Primary Phone

Alternate Phone

Symantec / Broadcom Inc

Employer

Technical Director

Job Title

Vikram Thakur

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

I have been the Treasurer for Farragut Elementary School's PTA for 2 years. I am currently the Treasurer for the Culver City Middle School's Booster Club (Panther Partners). I am currently enrolled in Jim Clarke's Leadership Culver City course, and have previously completed CCPD's Citizen's Academy. No, I have not served on the city's board or committee thus far.

**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

---

2005 - 2015 -- Principal Security Response Manager, Symantec Corp 2015 - 2017 -- Senior Software Engineer, Microsoft Corp 2017 - Present -- Technical Director, Symantec (now part of Broadcom Inc.) In each of these roles I lead a globally located team of analysts investigating, researching and compiling actionable intelligence from the multitude of cyber attacks happening every single day. In addition, I liaise such research and findings with various global law enforcement agencies, governments and industry partners, with the intention of bringing cyber criminals to justice and mitigating online risk for end users. This has included participating as a subject matter expert in multiple judicial proceedings against high profile criminals and botnets. I've held multiple roles over a decade with Symantec and Microsoft, all of which encompassed researching, analyzing and responding to online threats to better protect end users. I've also been a spokesperson for Broadcom/Symantec on highly sensitive security related issues and research in print, radio and live television (BBC, CNN, Fox, ABC, NBC, CBS, Al-Jazeera). Academically, I hold a Masters degree in Computer Science from Florida State University.

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

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Bachelor of Engineering in Computer Science, University of Pune (completed 2000) Master of Science (MS) in Computers, Florida State University (completed 2004)

---

Upload a Resume

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## Application Questions

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

---

It is my understanding that the Finance Advisory Committee (FAC) is periodically tasked by the City Council to review, discuss, and provide analysis or suggestions on specific matters of the City's income and expenditure. The FAC's composition is meant to be broad enough to encompass different parts of our community like businesses, residents and City officials.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

As a former tenant and now a home owner at City Culver we, as a family, are completely invested in the success of the city. I'm looking at participation within FAC for 3 reasons - One, I'd like to learn more about the city's finances and understand how the administration takes fiscal decisions and functions; two, I'd like to bring a resident's perspective to the committee itself to ensure the voice of residents is represented; and three, I endeavor to spread knowledge about the city's work behind a decision within the community we live in. I am a strong proponent of an informed community.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

I believe my academic and professional background as an engineer gives me the ability to look at problem statements with a unique analytical view. I always start gathering information that needs to be analyzed to reach an informed conclusion, keeping in mind allocated time. Quality of the output or decisions is paramount to everything I do. Working for a global company has taught me to work with and lead team members from a broad cultural spectrum. It has also shown me the negative impact a sub-par product / analysis could have on a brand (City/Board), and the effort required to regain a customer's (or constituent's) trust after. I started as someone who came to the country 23 years ago with little to no money, worked through funding a Masters degree, shared a house with multiple people, used public transportation, and worked multiple jobs to make ends meet. Today we own our home in Culver City, one of the most sought after neighborhoods in LA and beyond. We've come a long way. I recognize the value of good planning, strategy, willingness to execute towards a common goal, hard work, and most importantly team work.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

---

My intention is to spend the time preparing for discussions by reading background materials, meeting and listening to FAC peers, being open to ideas, and share the perspective I bring as a resident and someone who has worked in Culver City for years.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

I have not attended any FAC meetings till date. I have spoken to FAC members in the past though.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

Hard to put an exact number on it but I'd say ballpark 20 hours of preparation time a month. This was based off approx 5 hours a week. Goes without saying, but I expect to spend more time preparing during the early months of the committee's membership.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

---

None. Feel free to give me a ring in case you have more questions. I'm solely motivated by the prospect of contributing to the City's future, no matter how small a contribution.

---

Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

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---

### Outreach Question

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---

☒ Website/Email

---

### Supplemental Questions

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

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---

### Thank You

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### Which Boards would you like to apply for?

Finance Advisory Committee: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

|                |                |              |             |
|----------------|----------------|--------------|-------------|
| <u>Liz</u>     | <u>Ustaris</u> |              |             |
| First Name     | Last Name      |              |             |
| <div></div>    |                |              |             |
| Email Address  |                |              |             |
| <div></div>    |                | <div></div>  |             |
| Street Address |                | Suite or Apt |             |
| <div></div>    |                | <div></div>  | <div></div> |
| City           | State          | Postal Code  |             |

### Are you a Culver City resident?

☒ Yes ☐ No

If you are a resident of Culver City, please list how many years:

25

|               |                 |
|---------------|-----------------|
| <div></div>   | <div></div>     |
| Primary Phone | Alternate Phone |

|                      |                          |
|----------------------|--------------------------|
| <u>Self-employed</u> | <u>Product Developer</u> |
| Employer             | Job Title                |

Liz Ustaris

**Are you a Culver City business owner/operator?**

☒ Yes ☐ No

**If you are a Culver City business owner/operator, please list how many years.**

4

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

---

## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☐ Yes ☒ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

N/A

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

N/A

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

None.



**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

---

Professional Experiences: Sustainable Product Creator | TradeFlick LLC May 2018 to Dec 2022 - Designed a unique and sustainable product with a U.S. patent pending and trademark approved. - Collaborated with multiple teams to improve the product and campaign. - Successfully launched a crowdfunding campaign compliant with rules, regulations, and laws. - Developed and executed a crowdfunding strategy targeting the right audience and channels. - Cultivated and maintained customer relationships, including international distributorship. - Identified and implemented solutions to meet customer needs. - Tracked donations and generated regular progress reports. - Analyzed data and made data-driven decisions. Senior Treasury Analyst | CIM Group (Real Estate Investment) Dec 2015 to May 2018 - Managed cash management, verification, and release of funds for domestic and international transfers. - Ensured efficient banking solutions to support operations and strategic projects. - Processed checks and worked with Fund Accounting groups for cash management. - Implemented processes and procedures related to corporate investments. - Prepared daily cash position reports, oversaw cash flow and budgets. - Collaborated with internal departments and resolved cash discrepancies. - Prepared data for audits and maintained Letters of Credit. Financial Analyst (Temp) | Robert Half Int'l/Accountemps Dec 2014 to Oct 2015 - Extracted financial data using SQL Server for budget and expense analyses. - Analyzed financial data and prepared reports for management presentation. - Interpreted data to determine past financial performance and project future results. - Utilized Excel pivot tables, Lookups, and formula functions. Business Systems Timekeeping | Kaiser Permanente Feb 2012 to Jul 2014 - Selected and integrated data from SQL to fulfill department and doctor requests. - Analyzed complex data from multiple departments to drive methodology translation. - Created Excel reports with Lookups and formula functions. - Presented findings to management and provided business insights. - Integrated multiple timekeeping reports into a single Excel worksheet. Payroll Auditor (Temp) | KForce Staffing Feb 2009 to Mar 2010 - Conducted data analysis and prepared reports for CMS audit. - Coordinated analytic approach and process for Risk Advantage Data Validation. - Audited payroll and identified discrepancies. - Analyzed policies and procedures related to payroll. - Made recommendations for system and procedure improvements. Business Consultant | Core Management Consulting, Inc. Sep 2001 to Dec 2009 - Provided accounting consulting services for a food catering company. - Conducted sales and inventory analysis for profitability in a private medical company. - Managed revenue and expense budgets and implemented new policies. - Processed medical billing and oversaw project operations. - Handled individual tax return preparation and audited a non-profit organization. Payroll Auditor | Target Marketing Insurance (Work Comp) Jul 1999 to Jan 2001 - Developed a payroll spreadsheet template for automotive shops. - Validated accuracy of reports and audited policies. - Conducted final audits of gross payroll reports for work comp coverage. Auditor | Hacker, Douglas & Company, CPA's 1997 to 1998 - Performed distribution and production audits for profit participants at major studios. - Interpreted agreements and validated profit shares. - Prepared audit reports and reviewed issues with clients. Auditor | Salibello & Broder, CPA's 1996 to 1997 - Conducted contribution and residual audits for entertainment unions and guilds. - Prepared planning memoranda and analyzed contract agreements. - Prepared audit reports and performed special projects. Financial Analyst | American Express Travel 1992 to 1994 - Budgeted cash flow for multiple offices. - Managed distribution and tracking reports, accruals, and forecasting.

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

---

Member - Information Systems Audit and Control Association, 2002 Member - Association of Certified Fraud Examiners, 2018

  
[Upload a Resume](#)

---

## Application Questions

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

---

Assist in the development and review of financial plans, budgets, and long-term financial strategies to ensure fiscal stability and sustainability of the community. The committee also can provide financial advice, promoting financial stability, and supporting informed decision-making within the organization.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

This role will enhance my knowledge and expand my social skills by being interacting with my own community and the public.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

I am an experienced professional with a diverse background in sustainable product creation, treasury analysis, financial analysis, data analysis, business management consulting, and auditing. I have demonstrated expertise in collaborating with cross-functional teams, implementing efficient processes, and delivering results.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

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**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

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10 hours/month

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

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Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail: Office of the City Clerk  
9770 Culver Blvd.  
Culver City, CA 90232

By Fax: (310) 253-5830

By Email: [city.clerk@culvercity.org](mailto:city.clerk@culvercity.org)

If you have questions regarding the completion or filing of this application, please contact the City of Clerk's Office, by fax or email as indicated above, or by phone at (310) 253-5851.

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### Outreach Question

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Website/Email

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### Supplemental Questions

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

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None Selected

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

---

### Thank You

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!



## **Professional Summary:**

Experienced professional with a diverse background in sustainable product creation, treasury analysis, financial analysis, data analysis, business management consulting, and auditing. Demonstrated expertise in collaborating with cross-functional teams, implementing efficient processes, and delivering results.

## **Professional Experiences:**

### **Sustainable Product Creator** | TradeFlick LLC May 2018 to Dec 2022

- Designed a unique and sustainable product with a U.S. patent pending and trademark approved.
- Collaborated with multiple teams to improve the product and campaign.
- Successfully launched a crowdfunding campaign compliant with rules, regulations, and laws.
- Developed and executed a crowdfunding strategy targeting the right audience and channels.
- Cultivated and maintained customer relationships, including international distributorship.
- Identified and implemented solutions to meet customer needs.
- Tracked donations and generated regular progress reports.
- Analyzed data and made data-driven decisions.

### **Senior Treasury Analyst** | CIM Group (Real Estate Investment) Dec 2015 to May 2018

- Managed cash management, verification, and release of funds for domestic and international transfers.
- Ensured efficient banking solutions to support operations and strategic projects.
- Processed checks and worked with Fund Accounting groups for cash management.
- Implemented processes and procedures related to corporate investments.
- Prepared daily cash position reports, oversaw cash flow and budgets.
- Collaborated with internal departments and resolved cash discrepancies.
- Prepared data for audits and maintained Letters of Credit.

### **Financial Analyst** (Temp) | Robert Half Int'l/Accountemps Dec 2014 to Oct 2015

- Extracted financial data using SQL Server for budget and expense analyses.
- Analyzed financial data and prepared reports for management presentation.
- Interpreted data to determine past financial performance and project future results.
- Utilized Excel pivot tables, Lookups, and formula functions.

### **Business Systems Timekeeping** | Kaiser Permanente Feb 2012 to Jul 2014

- Selected and integrated data from SQL to fulfill department and doctor requests.
- Analyzed complex data from multiple departments to drive methodology translation.
- Created Excel reports with Lookups and formula functions.
- Presented findings to management and provided business insights.
- Integrated multiple timekeeping reports into a single Excel worksheet.

**Payroll Auditor (Temp) | KForce Staffing** Feb 2009 to Mar 2010

- Conducted data analysis and prepared reports for CMS audit.
- Coordinated analytic approach and process for Risk Advantage Data Validation.
- Audited payroll and identified discrepancies.
- Analyzed policies and procedures related to payroll.
- Made recommendations for system and procedure improvements.

**Business Consultant | Core Management Consulting, Inc.** Sep 2001 to Dec 2009

- Provided accounting consulting services for a food catering company.
- Conducted sales and inventory analysis for profitability in a private medical company.
- Managed revenue and expense budgets and implemented new policies.
- Processed medical billing and oversaw project operations.
- Handled individual tax return preparation and audited a non-profit organization.

**Payroll Auditor | Target Marketing Insurance (Work Comp)** Jul 1999 to Jan 2001

- Developed a payroll spreadsheet template for automotive shops.
- Validated accuracy of reports and audited policies.
- Conducted final audits of gross payroll reports.

**Auditor | Hacker, Douglas & Company, CPA's** 1997 to 1998

- Performed distribution and production audits for profit participants at major studios.
- Interpreted agreements and validated profit shares.
- Prepared audit reports and reviewed issues with clients.

**Auditor | Salibello & Broder, CPA's** 1996 to 1997

- Conducted contribution and residual audits for entertainment unions and guilds.
- Prepared planning memoranda and analyzed contract agreements.
- Prepared audit reports and performed special projects.

**Financial Analyst | American Express Travel** 1992 to 1994

- Budgeted cash flow for multiple offices.
- Managed distribution and tracking reports, accruals, and forecasting.

Skills: Proficient in Microsoft Office – Word, Excel, Power Point, Outlook, Windows & Mac  
Software: Yardi, ADP, UltiPro, PeopleSoft, FAR, Oracle Essbase My HR, SQL, Quick Books,  
Turbo Tax  
Knowledge of HIPAA, ICD & CPT Codes including forms

Other:

Member - Information Systems Audit and Control Association  
Member - Association of Certified Fraud Examiners

Education:

Graduate, Business Administration - Los Angeles Business College

## Application Form

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### Profile

Thank you for your interest in volunteering your time and expertise to the Culver City community. The information contained on this application is for use by the City in reviewing candidates to fill vacancies on City Commissions, Committees, and Boards. During consideration of applicants, the City may consider the information contained in this application, any required supplemental questionnaire, and any other publicly available information. An appointment to any Commission, Board or Committee is at the discretion of the appointing authority.

### Ethics and Avoidance of Conflicts of Interest

As a reflection of the residents of the community, Culver City prides itself on the high ethical standards adhered to by its municipal government. As a prospective applicant, we want you to be informed about potential limitations that state and local law impose on individuals who serve the community, especially where they may have a financial conflict of interest. Please consider this information before submitting an application and accepting an appointment. Further information and training regarding these limitations, as well as other legal and procedural requirements when serving on these bodies (i.e. Brown Act, ethics laws, etc.), will be provided in the event you are appointed to one of the City's commissions, committees, or boards.

State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

If you have questions about this information and how it may apply to your particular situation, please contact the City Attorney's Office at (310) 253-5660.

### Important Information

As you complete your application, please be aware of the following:

You may apply to any body at any time. However, only those positions that are either vacant or have terms ending soon may be considered for appointment during a certain timeframe.

You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

Please note that certain bodies have additional supplementary questions that pertain to that particular body.

If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

### Which Boards would you like to apply for?

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Finance Advisory Committee: Submitted

**If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.**

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|                |           |
|----------------|-----------|
| Dani           | Zandel    |
| First Name     | Last Name |
| <div></div>    |           |
| Email Address  |           |
| <div></div>    |           |
| Street Address |           |
| <div></div>    |           |
| City           |           |

|              |             |
|--------------|-------------|
| <div></div>  |             |
| Suite or Apt |             |
| <div></div>  | <div></div> |
| State        | Postal Code |

### Are you a Culver City resident?

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☒ Yes ☐ No

**If you are a resident of Culver City, please list how many years:**

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over 40

|               |                 |
|---------------|-----------------|
| <div></div>   | <div></div>     |
| Primary Phone | Alternate Phone |

|             |              |
|-------------|--------------|
| Dani Zandel | Entrepreneur |
| Employer    | Job Title    |

Dani Zandel

**Are you a Culver City business owner/operator?**

☐ Yes ☒ No

**If you are a Culver City business owner/operator, please list how many years.**

**Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?**

☐ Yes ☒ No

If you are a minor, please provide your parental consent letter below.

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## **Qualifications and Experience**

**Have you ever worked for the City of Culver City?**

☒ Yes ☐ No

**If you have worked for the City of Culver City, please list dates of employment and names of departments.**

Parks and Recreation - 1993 or 1994 or 1995 (I don't remember exact year) - Locker room attendant at the Plunge/Pool for a summer while a student at CCHS

**If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).**

**Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?**

☐ Yes ☒ No

**If yes, please explain:**

**Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:**

"Graduate" of Culver City Police Department Citizen's Academy (2022 term) Current "cohort" member of Leadership Culver City (2023-2024 term)



**Employment. Please provide a minimum of 5 years of employment history, including titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:**

Please see attached resume

**Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:**

Please see attached resume



Upload a Resume

---

**Application Questions**

**For the body(ies) to which you seek appointment(s), what have you determined to be the primary role of the body?**

Finance Advisory Committee: To provide analysis and discussion around the income and expenses of the city through city budget, various taxes, and opportunities to maximize revenue and reduce costs.

**Why do you seek appointment on the body(ies)? Please be specific to the body(ies)'s role.**

---

First, this question, could be broken as two questions: Why do you seek appointment to the committee and what is specific about THIS committee that has compelled you to apply. Please bear with me as this is how I would like to answer the question. Why Do I Seek Appointment: I am a lifelong resident of Culver City, who has come to feel that certain changes over the past few years have not been in the community's best interests, and yet will continue to shape the community for decades into the future. The most recent three years since the onset of the pandemic opened my eyes to the realization that our leaders may not have been as transparent with the community as they should have. Even with some new leadership in place, and definite improvements in process, I have been feeling as though extremely important decisions are already made by the first time they are appearing on our city council meeting agendas. Feeling left out of the ability to at least have a voice, I am looking for productive ways to participate within the community. I am a single woman, without children, who is neither a direct renter, nor a direct property owner, as I am fortunate to live with family and contribute to the family mortgage and expenses. Honestly, if not for family, I could not live anywhere in California, let alone West Los Angeles or Culver City! I describe my occupation as an Entrepreneur because I juggle many part time jobs and short-term contract opportunities to make ends meet, while I'm simultaneously working to build two of my own businesses and establish my credibility within my industries by authoring books. Even wearing all of the hats that I do, I have no problem to carve out time and make a commitment to a role that would help to make our community, the community that raised me, a better place. My living and work situation may not be a direct mirror image of our community's minority sects, but as someone who has not inherited property, is completely working class, and grew up in Culver City but could not otherwise afford to live here without the family ties, I believe that I represent a significant minority demographic that is not generally represented well within our leadership. Why the Finance Advisory Committee? I was upset with the city's decision to purchase the gun shop property at (what seemed to be) a significantly inflated cost, without a plan for how the property would be put to use and the expenses that would come in the future as a direct result. And then, I realized even though I had a certain opinion about this situation, I did not actually have first hand knowledge of where the money was coming from or what funding was/was not available to be making this purchase, and therefore, could not argue a case in either direction based on my opinion alone. I realize this committee may not deal directly with a future opportunity of the same parameters, but this role would provide a prime opportunity to extend my community involvement by having insight to the financial resources that are available, and where they can be stretched or would be exceeded by the decisions made by the council. I am a big believer in the phrase "follow the money" and believe this would be a terrific opportunity to gain insight into a broader overview of issues that relate to the city, as most usually return to the money source for approval. Further, although not within the immediate couple of years, I am contemplating a future that might include running for a city council seat. I believe that of all of the committee and commission opportunities, the Finance Advisory Commission would be the most well rounded to touch most aspects of the city's operations, educating me about the different functions within our community, and the needs for money that they require.

**What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?**

---

Whether wearing the hat of a business owner, or in one of my part time roles, especially my part time job running the office functions for an electrician, the one skill that repeatedly rises to the surface of necessity is to be able to provide an analytical eye at a variety of issues. For work I do with car dealerships, the analysis is over marketing and sales reports, while working for the electrician, the analysis is costs of everything from office supplies and project materials to utility bills and accounts receivables. To share one minor example, though the City of LA has STILL not done anything to rectify my request, I have repeatedly contacted them asking that they reflect the 2.7% additional cost paid by contractors purchasing permits online on the actual payment receipts shown on the generated permit. I was able to show my boss that we are losing that 2.7% unless we disclose it specifically in our work contracts because the city does not show this fee as paid, and therefore, our clients do not see the fee when we provide the permit copy to them. For the consumer, it's the principal of the issue. For his business, it's not just 2.7% of each project - it's per permit, and as a very recent example, he has a 12 unit apartment project with a separate permit purchased for each unit. Multiply the small cost we lose over nearly every job we do each year, and that's a loss of thousands of dollars to the business! Do any of you have any pull with City of LA Building and Safety? Just kidding. As I said, this is only one example of my analysis abilities catching an issue that we had an opportunity to create a solution to handle, and contain a problem that could have resulted in a continuous loss to the business. I believe it is this same analytical skill, partnered with my incessant need to ensure that I have a clear understanding of the issues at hand, that would make me a valuable asset to our Finance Advisory Committee.

**How do you envision fulfilling the objectives, and/or goals of the body(ies), as established by the City Council?**

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The first objective that I can pinpoint would be to show up prepared, and so I envision fulfilling the objectives and goals by showing up to each month's meeting, having reviewed any provided materials. By reviewing the material in advance, I will further have the ability to take notes, ask questions and discuss topics on the issues that may not have been at the surface, and subsequently, may be able to bring into group discussion an unknown angle that could prove to be relevant. My last objective would be to follow the directions established to ensure the council is presented with all of the information needed to form their decisions based on all of the possible viewpoints.

**How many meetings of the commission(s), board(s), or committee(s), to which you are interested in being appointed have you attended? Please indicate how often and when.**

---

I have not previously attended meetings for this committee, and the December meeting, which I could have attended, had been canceled. I believe the November meeting was also cancelled, and had I been aware of the committee opening, I would have been more diligent in arranging my schedule to participate in the October session. I have the January meeting on my calendar and am excited to be an observer, if the fulfilment of this open seat has not been made prior to the meeting.

**How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body(ies) to which you desire appointment?**

---

I expect that the time required from month to month, outside of the meeting itself, would vary based on the issues and timing of when they are brought to the table. I would be surprised if more than an average of 30 minutes per week would be required for this role, but I would commit to any amount of time that becomes needed during my term, as I realize there could be months at a stretch with minimal preparation time needed, and a month or two during the term, when a considerable amount of more time for an important issue would be needed.

**Is there anything else you would like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)**

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As a member of the Leadership Culver City 2023-24 cohort, former Mayor/Council Member Jim Clark had offered to provide a letter of recommendation for any of us applying to an open commission/committee role. Though Jim and I did connect with regards to a letter being provided on my behalf, the timing of this application being due on January 2nd, so immediately following the holidays and part of December during which Jim was traveling, I did not receive that letter in time to include with this application. I don't know if there is any process for accepting such supplemental materials after the fact, or personal conversations that can take place, but rather than to pester Jim during the holidays, I hope that I may be allowed to submit his reference, after-the-fact, in the event that there is a last minute extension made to the submission period for this committee application.

---

Please upload a file to attach supplemental information, if desired.

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail:                      Office of the City Clerk  
                                    9770 Culver Blvd.  
                                    Culver City, CA 90232

By Fax:                        (310) 253-5830

By Email:                    city.clerk@culvercity.org

If you have questions regarding the completion or filing of this application, please contact the City of Clerk's Office, by fax or email as indicated above, or by phone at (310) 253-5851.

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**Outreach Question**

**The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook/Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) \***

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☒ Word of Mouth

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**Supplemental Questions**

Question applies to Finance Advisory Committee

**Please ensure you meet the qualifications below for the membership category(ies) for which you are applying. Please select the Category for which you are applying to the Finance Advisory Committee:**

---

☒ Resident

Question applies to Finance Advisory Committee

From the City Council approved "Finance Advisory Committee Bylaws:

"Business Community Member: Shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

---

## Thank You

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!

# DANI ZANDEL

PROCESS DRIVEN COMMUNICATIONS TRAINER  
REPEAT/REFERRAL BUSINESS CULTIVATION  
CUSTOMER SERVICE DRIVEN

*Versatile Marketing and Management Professional*

SALES MANAGEMENT SOCIAL MEDIA AUTO FINANCIAL DEPARTMENT LEADER  
AUTOMOTIVE INTERNET SALES TRAINING BUSINESS DEVELOPMENT

## HIGHLIGHTS — RESULTS

- ✚ Featured Author on Charles Bayer's Automotive Blog: "Automotive Dealership Business Development Ideas" June 2013
- ✚ Elevated a small business to high standards of productivity and efficiency.
- ✚ Established HR compliance and efficiency for a non-profit organization
- ✚ Installed functional Business Development Center into auto dealerships losing money on e-leads without follow-up processes in place.
- ✚ Promoted maximization of no/low-cost, high ROI data-mining to sell more cars to previous buyers, service customers, and in-system prospects.
- ✚ Added value, flexibility and high achievement in employment at auto dealerships by performing in cross-functional capabilities, including sales, customer support and dealer operations.
- ✚ Specialist in social media management, customer service, and Top-of-Mind strategies resulting in repeat/referral prospects and sales.

## EDUCATION, LEADERSHIP, AND COMMUNITY PARTICIPATION OPPORTUNITIES

- ✚ B.S in Business Management (Degree). University of Phoenix Online, 2013
- ✚ Certificate, Human Resources. Loyola Marymount University Extension, 2011
- ✚ A.A. in Business (Degree). West Los Angeles College, 2002
- ✚ Graduate, Culver City High School, 1996
- ✚ "Graduate" of Culver City Police Department Citizen's Academy, 2022
- ✚ Cohort Member of Culver City Leadership, 2023-2024
- ✚ Business Networking International Culver City BNI Success Connection Chapter: Member, Visitor Host, Membership Committee, Event Coordinator, Vice Pres, President, and Region Ambassador (2017-2023)

## OTHER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), QuickBooks, Internet Research, Various Automotive CRMS and Data/Equity Mining Software, Social Media – Facebook, Interpersonal communications, High proficiency of English language, Excellent written and oral skills, Customer Retention and Prospect Follow-up, Workflow process analysis/ documentation, Interdepartmental coordination, Inside sales/outside sales, Interviewing procedures/ Department structure, Team Member Motivation

## EFFECTIVENESS QUALIFICATIONS

- |                               |                                    |                    |
|-------------------------------|------------------------------------|--------------------|
| ✚ Articulate in communication | ✚ Effective in fast-paced settings | ✚ Service oriented |
| ✚ Accomplished writer         | ✚ Multi-task and prioritize        | ✚ Respect          |
| ✚ Self-starter                | ✚ Detail-oriented and accurate     | ✚ confidentiality  |
| ✚ Strong interpersonal skills | ✚ Jump in, resolve problems        | ✚ Loyal            |



## EMPLOYMENT AND WORK EXPERIENCE

### Author of Amazon Books Releases:

**2024 – “10 Steps to Profitable Business Networking” (Title TBD)**

**2018 - “Creating Customer Loyalty: 5 Reasons to Stay In Tough & 5 Ways to Get ‘Er Done”**

### **Send Out Cards Greeting Cards & Gifts Independent Distributor/ Account Manager, 2012 - Present**

Provide advice to small business owners & sales representatives from multiple industries to cultivate repeat/referral business opportunities using unique greeting card marketing tool to "think outside-the-box" and stay top of mind with prospects and established clients.

### **Automotive Dealership Consultant & Sales Trainer (Self) 2011- Present**

Partner with Car Dealership Management to create process strategy for increased vehicle sales. Some strategy implementations include installation of business development departments, streamline sales processes, train sales representatives in telephone skills, vehicle demonstrations, and e-mail/text skills. Additional opportunities include training Sales Managers to use available tools to provide adequate support to their salespeople, while providing a high-quality experience for customers-in-showroom. Introduce concepts and processes to create efficiency and additional sales across all departments (Internet/BDC, Sales, F&I, Parts, Service and HR). Interview, hire, and train new staff, as needed. Collaboration with Management Teams, Outside Consultants and Vendors to establish opportunities for business and sales growth within the dealerships.

### **Steve Sautman Electric, Inc. 1997 - 2003, 2004, 2012, 2013, 2018 - Present**

#### ***Office Manager, Substitute/Temporary Office Manager***

Upgraded the administrative, recordkeeping, and financial functions to contemporary standards for electrical contracting business and owner's co-owned investment business and properties.

- Priorities involve internal and external Customer Service, Bookkeeping and Human Resources.
- Maintain Project Calendar for Primary Electrician and Field Employees
- Process submissions of project building and safety permit applications, DWP/Edison electrical meter spot requests, and building and safety project inspections
- Converted manual bookkeeping to QuickBooks software, producing efficiencies in Accounts Receivable, Accounts Payable and time keeping while also improving visibility over cash flow.
- Improved contract and billing procedures resulting in increased business and more timely payments.
- Report Payroll to outside agency, while maintaining timecards and employment record forms
- Maintained Independent Contract records including payments, W-4 forms, and 1099s
- Financial bookkeeping of electrical business accounts, as well as owner's personal investment properties and co-owned Laundromat business accounts

### **Coalition of Asian Pacifics in Entertainment (CAPE) 2011**

#### ***Business Office and Human Resources Voluntary Intern***

Collaborated with CAPE Director to establish HR procedures and forms to prepare for orderly growth.

- Defined written job descriptions to meet ADA, state and federal requirements.
- Established policies and procedures to promote efficiency and comply with legal requirements.
- Created forms and standardized documents for record-keeping, employment application, employee written warning, performance evaluation, code of conduct and related needs.