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Application Form

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?

None Selected

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.

Committee on Homelessness Fiesta La Ballona Committee Civil Service Commission

Heather

First Name

Wollin

Last Name

Email Address

Street Address

Suite or Apt

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

Primary Phone

Alternate Phone

Law Offices of Evan Braunstein

Employer

Paralegal

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.

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).

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:

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 helped run a local youth group called Job's Daughters which focuses on social skills and leadership skills of young women. I ran the Culver City group for 5 years and am now assisting the Santa Monica Group. The Culver City group is the oldest chapter in the entire state that has never closed or moved. It was an honor and privilege especially to ensure their participation in the centennial celebration. I also have participated in the citizens police academy and interned at the Culver City News while in high school. I volunteered for years at the local little league and babe ruth fields.

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?

Committee on Homelessness- To address and help determine the best practices (short term and long term) and provide feedback and or possible solutions to help those experiencing homelessness in our city. Fiesta La Ballona- To assist in the planning, preparing, and execution the Fiesta La Ballona. Civil Service Commission- To advise the Council on the civil service system and recommend changes or implementation of the Civil Service Rules.

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

Homelessness is an issue near and dear to my heart. I have experience in working with the county in trying to get my aunt assistance when she has been homeless. I have worked and volunteered at the midnight mission and have a great deal of sympathy, empathy, and understanding of both sides of the issue of homelessness and especially with homelessness due to substance abuse and mental illness. Fiesta La Ballona- As part of my youth group leadership, I have assisted in planning and taking suggestions for large scale events to ensure they happen and coming up with ideas to ensure that money is well spent and the events are organized and well attended. Civil Service Commission- I have experience in reading and understanding law as well as in law office management which I think would be useful in applying rules and in understanding how and why certain rules apply. I also have experience in helping prep for the examination of witnesses and general knowledge and experience in mediation.

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 background and experience with homelessness, the county's approach to homelessness, and experience in planning events, and experience in reading and applying law and regulations to everyday situations.

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

I envision working together with others to ensure that objectives and goals are met and provide thoughtful and adaptive solutions to any and all problems facing our city. It would be an honor to help work to make our city a better place for everyone.

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 many live meetings in the last year, but I have watched any and all replays from each of these committees/commissions. Previously I would try to attend these meetings as my school and work schedule allowed.

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?

As much as is 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.)

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

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Outreach Question

Question applies to multiple boards

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☒ Website/Email

Supplemental Questions

Thank You

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Heather Wollin

Skills

- California Business and Professions code §6450 compliant
- Advanced knowledge of Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Advanced knowledge of QuickBooks
- Internet savvy, including cloud-based documents and calendaring.
- Proven track record for organization, customer service, and database management (cloud and local server based)
- Ability to handle numerous calendars for multiple attorneys and offices and prioritize efficiently to meet deadlines.
- Advanced experience with VOIP and traditional phone systems
- Mac and PC proficient

Education

ASSOCIATE OF ARTS DEGREE | JUNE 2019 | WEST LOS ANGELES COLLEGE

- Major: Paralegal Studies (ABA Approved)

Experience

PARALEGAL | LAW OFFICES EVAN BRAUNSTEIN | FEB. 2019- PRESENT

- Prepare and draft correspondence, petitions, judicial council forms, and responses to dissolution of marriages, income and expense declarations, schedules of assets/debts, disclosure documents, outgoing discovery, discovery responses, and various motions and notices
- Assist with client intake and act as point person to field client questions
- Review, index, and summarize discovery
- Calendar management and organization
- Day to day office management including client billing and accounting, bookkeeping, administrative support, file management, and office supply inventory

PARALEGAL INTERN | LAW OFFICES OF ANDREA M. CASTER | AUG. 2017- FEB. 2019

- Prepare and draft correspondence, petitions and responses to dissolution of marriages, etc.
- Assist with client intake and support
- Assist with billing and work with clients to make payment arrangements
- Review, index, and summarize discovery

EXECUTIVE ASSISTANT | M.J. ROSENMYER CO. | MAR. 2017- FEB. 2019

- Prepare and draft correspondence and dictation
- Maintain and answer a multiline phone system
- Direct electronic research

- Invoice customers and prepare monthly statements and revenue reports via QuickBooks
- Manage and maintain server database and ensure all documentation is current and ready for FDA audits
- Assist with technology troubleshooting in local office and remote offices

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Which Boards would you like to apply for?

None Selected

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.

Stephanie

First Name

Benjamin

Last Name

Email Address

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:

32 - 33 years

Primary Phone

Alternate Phone

Self Employed

Employer

Owner

Job Title

Stephanie Benjamin

Are you a Culver City business owner/operator?

☒ Yes ☐ No

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

12

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.

I'm not sure if I technically worked for the city. I have been an independent contractor to assist with training the PD in CPR/First Aid/AED/Epi Pen in 2008.

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).

To the best of my recollection/knowledge I am not related to any employee of Culver City.

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:

In 1999/2000 I served on the Public Safety Review Committee for the Culver City Police and Fire Department. I have been a member of Culver City CERT since 2003, I have been a CCPD-Volunteer in Patrol since 2006. I am the current President of Culver City CERT.

Stephanie Benjamin

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:

I have attached my resume 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:

Masters in Emergency Management, Fire Investigation and Law Enforcement, also please see my resume for additional information.



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?

I see the primary role as assisting with disputes, disciplinary actions, and oversight for city employees.

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

I would like to be more involved in my community. I believe sitting on a committee will facilitate the ability to make a positive change for the betterment of Culver City.

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 a vast background in fire and law enforcements, as well as management. I have worked and volunteered in public safety which I believe provides me with a unique background in being able to see both sides of the coin.

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

I believe having an open mind and being able to listen to the facts of each "case" will assist me in making the best decisions possible for all parties involved. Each "case" is different, and with out all of the facts it would be difficult to say how I could fulfill the goals of the body as established by the city council without more detail.

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 was unaware the Civil Service Commission meetings were open to the public. I have attended zero meetings.

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?

5-10 maybe more.

Stephanie Benjamin

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 think diversity is important having a female voice anchored in public safety, that is also looking to improve and change the system so all city employees and citizens who live or pass through our city are feel safe and heard is a priority.

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☒ Website/Email

Supplemental Questions

Thank You

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PROFESSIONAL EXPERIENCE

The Center – Where Your Life Is Our Business (WhereYourLifelsOurBusiness.com) Current
CPR, AED, First Aid, Wilderness First Aid, Advanced Bleeding Control, Child and Babysitter
Safety, Bloodborne Pathogens, Emergency/Disaster Awareness and Preparedness
Courses, Animal Preparedness and Animal Kits, Emergency/Disaster Supply Sales and
Emergency Managers and EMTs for Hire

COVID19 (Culver City CERT) On Going

Operation Lead – including assessment of community needs, senior check-ins, report
writing, documentation, volunteer management, food supply management ~ 11 Months

American Red Cross - Hurricanes Katrina/Rita

Emergency Responder (Volunteer Dispatcher, Site Assessment, etc) ~ 5 months

Ambulance Attendant

Emergency Medical Technician, Ambulance Attendant ~ 2 years

EDUCATION

Masters of Science

Emergency Management, Fire Investigation, and Law Enforcement
California State University Los Angeles

Bachelors of Science

Fire Protection Technology and Administration; Public Administration
Cum Laude/Dean's List, California State University Los Angeles

VOLUNTEER EXPERIENCE

Culver City Fire Department - Program/Project Research and Development, EOC Re-Organization.

Culver City Police Department – Volunteer in Patrol Program (VIPs)

Crew 8 – Public Safety Organization (EMS, Logistical Support, and additional services to CA State
Parks and local Events), Active Member and Executive Board Member

Culver City Community Emergency Response Team (CERT) – Instructor/EMT-B/Board Member 17+yrs

Co - REHAB Manager - Culver City Fire Department / CERT

Public Safety Review Committee - Culver City Fire / Police Departments

Teaching Assistant, Fire Technology Program - Santa Monica College

CERTIFICATIONS (partial list)

- Incident Response to Terrorist Bombings - Office of Domestic Preparedness
- Fire Investigation 1A - California State Fire Marshal
- Emergency Medical Technician B - Santa Monica ROP – Licensed and current 22+ years
- HAM Radio Operator, License # KI6FNA
- Psychological First Aid – The National Child Traumatic Stress Network
- 40 Certifications from FEMA's Emergency Management Institute (List Below)
- Certificate of Achievement in Emergency Management Institute's Professional Development Series
- Citizens Police Academy – Culver City Police Department
- HAZWOPER - On-Scene Incident Commander - Level (24 Hours)
- Introduction to SEMS (Standardized Emergency Management System) - Santa Monica Fire Department
- Disaster Health Services, Mass Care - American Red Cross
- Shelter Training Fundamentals – American Red Cross
- Train The Trainer CERT Course – FEMA
- Program Manager CERT Course – FEMA
- Pet CPR, Choking, and Drowning

HONORS

- Recognition for Dedication, Loyalty and Commitment to the Community, Culver City Fire Department
- Recognition for Outstanding and Dedicated Involvement in this Community, Culver City, City Council (2)
- Employee of the Month • Attendance Award - Private Ambulance Company
- Golden Key International Honour Society • Phi Kappa Phi Honour Society • The National Dean's List

As an instructor for Culver City CERT my main duties consist of instructing and demonstrating proper techniques in back-boarding patients in need of spinal immobilization and lifts and carries. Additional duties include instructing students in fire behavior, hazardous materials, and fire suppression; including fire extinguisher training, opening/closing fire hydrants, hooking up fire hose, and using fire department hose. I also assist in the instruction of head to toe exams of patients, bandaging and splinting, as well as being a safety instructor ensuring students are performing all of these hands on activities in a safe effective manner.

As an on-site EMT, I volunteer for various functions through out the year to provide a higher level of care than that of a non-EMT. I usually provide first aid in such events as the relay for life (24 hour shift), fiesta la ballona, Memorial Day Service at the National Cemetery, and additional smaller events.

As the Co- REHAB manager, I make sure that we have ample supplies to support the fire department should they need our help. I help with paperwork, scheduling, classes to become a REHAB member, vehicle support, as well as being a responder to an emergency should the REHAB team be called upon.

As a Culver City CERT Board Member (former VP, current PIO, social media manager, and President) I assisted in the running of the CERT organization, from planning and executing events from their inception to the clean up of the actual event, and handling personnel issues. Currently as the Public Information Officer/Social Media Manager I run Twitter, Instagram, Youtube, Nextdoor and Facebook creating original content and using source content to promote our program and educate our followers. As President I manage the organization from managing volunteers, to creation of programs, running board meetings and scheduling of events.

My duties as a CCFD volunteer (2006 – 2012) ranged from standard office work (getting coffee, making copies, faxing, scanning, mass mailings) to Program and Project Research and Development, and assisting in the re-organization of the emergency operating center.

Emergency Management Institute (FEMA) Certifications Partial List.

- Certificate of Achievement in Emergency Management Institute's Professional Development Series

IS 00010a – Animals In Disaster: Awareness and Preparedness

IS 00011 – Animals in Disasters: Community Planning

IS 00029 - Public Information Officer Awareness

IS 00042 - Social Media in Emergency Management

IS 00100 - ICS Orientation - Culver City Fire Dept. - Training Division

IS 00100C - Introduction to Incident Command System

IS 00120C - An Introduction to Exercises

IS 00130A - How to be an Exercise Evaluator

IS 00139A - Exercise Design and Development

IS 00200 - ICS for Single Resources and Initial Action Incidents

IS 00230d – Fundamentals of Emergency Management

IS 00235c – Emergency Planning

IS 00240B – Leadership and Influence

IS 00241B - Decision Making and Problem Solving

IS 00242b – Effective Communication

IS 00244A - Developing and Managing Volunteers

IS 00244B - Developing and Managing Volunteers

IS 00315 - CERT Supplemental Training The Incident Command System

IS 00317 - Intro to CERT

IS 00319 - Tornado Mitigation Basics for Mitigation Staff
IS 00320 - Wildfire Mitigation Basics for Mitigation staff
IS 00321 - Hurricane Mitigation Basics for Mitigation Staff
IS 00322 - Flood Mitigation Basics for Mitigation Staff
IS 00323 - Earthquake Mitigation Basics for Mitigation Staff
IS 00325 - Earthquake Basics Science Risk and Mitigation
IS 00360 – Preparing for Mass Casualty Incidents A Guide for Schools, Higher Education, and Houses of Worship
IS 00362A – Multi-Hazard Emergency Planning for Schools
IS 00363 - Intro To Emergency Management For Higher Education
IS 00405 - Mass Care and Emergency Assistance Activities
IS 00450 - Emergency Preparedness for Federal Employees
IS 00546A - Continuity of Operations (COOP) Awareness
IS00559 – Local Damage Assessment
IS 00700 - ICS National Incident Management System (NIMS)
IS 00800 - National Response Plan (NRP) - Emergency Management Institute
IS 00906 – Workplace Security and Awareness
IS 00907 - Active Shooter, What You Can Do
IS 00908 - Emergency Management for Senior Officials
IS 00909 - Community Preparedness: Implementing Simple Activities for Everyone
IS 1150 - DHS Human Trafficking Awareness for FEMA Employees

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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?

None Selected

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.

Only the Civil Service Commission

John Lucas
First Name Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Street Address Suite or Apt

[Redacted] [Redacted]
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:

57
[Redacted] [Redacted]
Primary Phone Alternate Phone

Southern California Gas Co. Technical Advisor
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.

n/a

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).

no.

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:

CERT trained. Coached C.C. Little League Baseball.

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:

Currently employed by SoCalGas for the past 20 years.

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

A.A. Santa Monica College

[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 advise the City Council members on issues relating to Civil Service matters.

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

To help promote the Civil Servants in a fair and impartial way to the benefit to the people of Culver City. To engage in city affairs that directly impact the people of Culver City by using work experience in the area of safety, diversity, PUC and DOT requirements.

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)?

As a 20 year employee, I've worked with a diverse group of employees, contractors, and the people of Southern California. I have worked in Customer Service, in a union role, and also dealing with the general population. I have managed union employees and contractors. I'm mandated to take yearly training in diversity, anger in the workplace, and DOT requirements.

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

By advising in a neutral capacity to establish a fair and equal baseline for the City Council to make a sound judgement.

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 of the Civil Service meetings; only the council meetings.

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?

20-30 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.)

My father had worked for the CCPD; retired in 1981. While I have no intention of joining the CCPD, i feel a sense of civic duty to participate, in some capacity, for the city I have called home, since birth.

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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By Email: city.clerk@culvercity.org

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Outreach Question

Question applies to multiple boards

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☒ Website/Email

Supplemental Questions

Thank You

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Application Form

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.

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 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?

None Selected

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.

Robert

First Name

Greenspan

Last Name

Email Address

Street Address

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:

47

Primary Phone

Alternate Phone

Self

Employer

now retired

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.

36 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:

El Rincon Elementary Finance Committee. AYSO Board, Southern California Drug Abuse Foundation - Director

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:

I am now retired. Prior to that, I practiced law for 45 years in civil litigation and administrative law. My firm, Greenspan, Glasser & Rosson maintained offices in Culver City since 1982.

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

Southwestern University school of Law 1973, Cal State University, 1970. License with the 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?

To act as a review body over civil service employees of Culver City and to make determinations relating to that employment.

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

It is time to give back to my community. Now that I have retired, I have the time to lend my expertise and experience in service to the City.

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 appeared before courts and administrative hearing officers many hundreds of times as part of my career. I have always conducted extensive background review of documents and reports related to the matters before the court or administrative agency. I am trained in arbitration and mediation, and have the ability to bring resolution to arguing parties.

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

I will listen to and comply with the law and the directives of the City 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.

Infrequently over the past 25 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?

Whatever is necessary to carry out the job.

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 very good at listening to all sides of any dispute. I have sat as a temporary judge with the Los Angeles County Municipal court and was asked to return many time in that capacity.

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

Question applies to multiple boards

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

Thank You

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Application Form

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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 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?

None Selected

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.

Civil Service Commission

Chi

First Name

Gong

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:

23 years

Primary Phone

Alternate Phone

retired

Employer

retired

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.

N/A

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:

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:

I am currently retired after working 26 years for the City of Los Angeles, Department of Public Works. I retired as a General Superintendent II. Prior to that, I worked for 10 years as a Project Engineer with Engineering Service Corporation in the private civil engineering sector on private large-scale residential development. Before that, I worked for 4 years with PG&E as a Design Engineer on their geothermal energy plants.

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

BS Civil Engineering, University of California, Irvine, June 1979 MS Construction Management, Stanford University, June 1980 Licensed as Professional Engineer (Civil) 1981 (RCE 34712) Licensed as Professional Land Surveyor 1997 (PLS 7243)

[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?

For the Civil Service Commission, the primary role of the Commission is to advise the Culver City Council members on actions involving the civil service system as it impacts the City of Culver City and its delivery of services to its residents and stakeholders. The Commission also advises on any proposed amendments prior to their adoption by the City Council.

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

I was promoted to a senior executive position at the City of Los Angeles, and as such, I spent over 40% of my time interacting with staff and the unions over matters related to the Memorandum of Understanding (MOU) and the Civil Service rules as adopted by the City of Los Angeles. I have become quite familiar with many of the common rule infractions and the remedies that are the most effective in addressing the issues. I feel I can still be of service to the City of Culver City as an active participant on the Civil Service Commission where I can bring my experience to bear on the civil service matters facing the Council.

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)?

During my tenure at the City of Los Angeles, I worked with multiple partners outside of my specific agency, including the Mayor's office, private contractors, union officials, the City Attorney's office, City of Los Angeles City Councilmembers' offices, and local business groups. I have worked with many competing interests and found common ground where remedies and solutions come from and can be used to satisfy the grievances and settle the conflicts.

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

As a former civil servant and executive manager, I have worked closely within the roles of both employee and management as it pertains to performing within the civil service system. I have also given testimony under oath at multiple hearings and can provide guidance and advice on resolutions to civil service matters with an understanding of the legal ramifications, precedent-setting consequences, and downstream budget and service impacts of the proposed resolutions. I will work to provide clear, unambiguous direction without hesitation and after collaborating with all impacted parties.

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 yet attended any of the Civil Service Commission of the City of Culver City.

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?

As I am retired, I can spend over 20 hours each week.

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.)

N/A

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

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Thank You

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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

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

If appointed to a body, please be aware that:

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- 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.
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Which Boards would you like to apply for?

None Selected

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.

Peter

First Name

Stern

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:

43 years

Primary Phone

Alternate Phone

Retired

Employer

Educator

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.

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).

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:

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:

Past member of Culver City Rock and Mineral Club and have served as co- coordinator with show participants at annual rock and gem show. Member of CERT and CCARES and volunteer time as a CERT member and ham radio operator to the City.

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:

36 years of teaching with Los Angeles Unified Schools. Property and casualty insurance sales for ten years with James P. Bennett & Co., Santa Monica. This was a second job to help support the growing family.

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

Hold valid lifetime California teaching credential. Hold masters degree in psychology and teaching plus many extra hours of education. Have held California insurance property and casualty license.

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?

Guidelines have been established and published for City employees and these guidelines shall be used to adjudicate grievances brought before the Commission. Discussion of a case among members of the Commission, using the established guidelines, will result in a final resolution which will then be sent to the City Council.

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

Citizens should serve the community in which they live. I am especially interested in the Civil Service Commission as it oversees employees who work for the citizens of Culver City. A professional atmosphere in the workplace is essential to employee productivity and I believe the Commission serves to provide guidance and compliance with workplace rules to our employees.

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 training includes proper representation of employee standards and professionalism to the public and the city which I served. My professional licenses required me to be up to date on Federal and State law as it relates to being a public employee and an insurance professional. I am interested in serving my community as I do believe in citizen involvement. I have been a liaison between staff and administration for staff who felt policy or other requests were improper or unfair. As grade level chair person I needed to arrive at a consensus from staff as to how curriculum was to be developed and then report to our site administrator. While involved with insurance, it was my job to be a liaison between insurance companies and my clients. While it is difficult to please everyone, fair and equitable is the only way to arrive at a decision.

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

The City Council calls upon the Civil Service Commission to give input and guidance for up-to-date comparative employee compensation, employee complaints and discipline and current changes in employment law. It shall be my job to keep current on federal and state law changes and to research law as pertains to any employee actions take by the Commission.

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.

several

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?

The time required will be dictated by pending actions before the Commission. I will give the time needed to properly prepare for any and all meetings.

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 a homeowner in Culver City and appreciate the hard work of our City employees. A fair and equitable workplace is a must for employees to perform at their best. A citizen oversite committee is a wonderful way to provide guidance to our employees which in turn keeps our city running smoothly and serves to extract the best performance from our employees. I look forward to being a part of this process.

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

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Outreach Question

Question applies to multiple boards

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☒ Website/Email

Supplemental Questions

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 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?

None Selected

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.

Parks and Recreation Homelessness

Khary

First Name

Cuffe

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

SoLo Funds

Employer

VP of Business Development

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.

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).

Selena Cuffe, Husband

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:

Industrial Development Agency Board of Directors for New York City. (2018 -2020) Build NYC Board of Director (City of New York) appointed by Mayor. (2018-2020)

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:

VP of Business Development - SoLo Funds. - February 2020 - Present Associate Director - USC Marshall School of Business - July 2019 - September 2020 Adjunct Professor - Loyola Marymount University - Jan 2019 - Present Chief Operating Officer - Heritage Link Brands - Jan 2016 - December 2018

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

Harvard Business School - MBA 2004 - 2007 Harvard Kennedy School of Government MPP 2004 - 2007 Wesleyan University BA 1996 - 2000


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?

The primary role of the Committee on Homelessness is to Improving the Quality of Life in Culver City. How this is manifested is as follows: Advise City Council and Staff on Strategies and Best Practices to Decrease Homelessness in the city. Moreover, the primary role is to also review and evaluate the current homeless services provided by independent contractors and recommend ways to Improve our current service. Finally, the primary role of the body is to be a voice for the members of the Culver City community. The primary role of the Committee on Parks and Recreation is to advise the City Council and City Manager on matters pertaining to public recreation, parks, recreation/community center facilities, open space programs, where such programs are located in parks and open space, playgrounds, and music and entertainment as may from time to time be performed in the City's parks. The way this is evidenced is through assisting staff to review the requirements of the City for facilities relating to the functions of the parks and making recommendations related to the adoption and updating of City master plans relating to parks, recreation, and open space. Moreover, recommending and supporting policies relating to various community service programs for youth, teens, seniors, and people with special needs and balancing the budget and financial expectations in regards to issues and concerns around the parks and recreation areas.

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

I love living in Culver City. Since moving here 3 years ago I have fallen in love with the community and its constituents. I want to help Culver City keep its charm, while helping it adapt and change to the needs of the community. Having lived here for three years I have seen areas where I believe my background in finance, marketing and education can be effective in serving the community. Those specific areas are Homelessness and Parks and Recreation. I believe those two areas are of great importance of the community and go hand and hand. To begin with the appointment for the committee on Homelessness, there is a broader city and county homeless problem that plagues the community. That issue also effects the Parks and other local places. In the three years of living in the community I haven't seen effective solutions to solving this crisis. Now, with COVID we can forecast this problem becoming dire in the future. I want to help the city tackle this problem. Leveraging my skills and energy I believe I will be a valued asset to the overall committee. Further, my previous experience sitting on similar boards in New York City enables me to share best in class solutions to this problem. In terms of seeking an appointment to the parks and recreation committee, I love the outdoors and I love the parks and recreation areas that Culver City affords its citizens. I want to help make it even more accessible to our community. I believe our parks and recreation centers are one of the main assets of the community and should be showcased and taken care of. My hope is to leverage my skills in budgeting, finance, and management to assist the city manager and council on how to build upon what has been so greatly cared for thus far.

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 experiences on similar boards in New York City coupled with my academic experiences and my work experiences qualify me for an appointment. When I lived in New York City I sat on two preeminent boards, the IDA board and Build NYC boards, respectively. These boards were responsible for major economic development to the city. All of the board members were appointed by the Mayor and/or city council. Here I was able to learn how to conduct board meetings, engage with the community and make decisions regarding budget, finance, and/or future projects that effected the city. I believe these skills are directly transferrable for this role. Moreover, my work experiences in academia on the graduate level gives me perspective on working with various committees and being a leader on these committees. In my role as both an administrator and professor I am responsible to several stake holders managing relationships and delivering recommendations based on data and research. I believe I can bring this skill to the committees I serve on as well. Finally, my education in Public Administration gives me strong qualifications for this role. I have been trained and educated as a Public Administrator. I have learned best practices and management skills that I will bring to one of these committees if selected.

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

I envision fulfilling the objectives and/or goals of the bodies by: 1) maintaining strong relationships with the other committee members. 2) Building relationships with the City Council. 3) Understanding the needs of the community in regards to the committee I represent. 4) Seeking to assist the staff and/or council in anyway I can be that volunteering or acting as a voice both inside and outside of meeting settings.

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 attended at least 10 meetings over the last two years for parks and recreation and homelessness. I generally would attend one meeting a month. With COVID my attendance was limited, but I would attend virtually as well.

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 can commit as much time is needed on a monthly basis to reviewing materials in preparation for attendance at meetings. My schedule is flexible so I can adequately prepare for the committee meetings.

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.)

na

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

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☒ Word of Mouth

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 watched at least 3 meetings over the last year and prior to COVID would attend one meeting every quarter. My impression of the meetings were that some were very efficiently run, others were not. Similarly, I recall some people being very engaged while others, depending on the committee were not. If I could change anything, I would make preparation for attending the meeting for the outside public mandatory, such that they have good command of the issues and can add value to the discussion.

Question applies to Parks, Recreation and Community Services Commission

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

I have partnered with other recreation facilities in the City of LA on organizing after school programs and as a volunteer sports coach. Specifically, I have volunteered at Baldwin Hills Recreation Center and Rogers Park. Through those experiences I have developed perspective for how parks and recreation work on a local level. I believe I can bring those experiences at a local level to the PRCS Commission. Specifically, how do the policies that we sign off on execute on a local level.

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?

I love the outdoors. I love the recreation centers and the sense of community it allows for families and children. Being able to take my children for hikes at the park or bike rides gives us life long memories. I believe that the PRCS is one of the few committees where the policies that we implement have immediate affect on families. I want to ensure that the policies we put in place have the desired effects it is supposed to.

Thank You

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

BRAND STRATEGIST | GENERAL MANAGER | TURNAROUND SPECIALIST

Leveraging deep Consumer Insight & Expertise to drive profit

Global Brand Specialist with strong cross functional experiences that lead to significant value creation. Versatile executive who capitalizes on data/analytics and intuition to unlock consumer/customer insights. Classically trained in finance and brand management, yet possessing an appropriate skepticism of the status quo, creates incremental value for brands/businesses. Known for pioneering new ways to deliver results, reversing poor performing businesses. Builds effective business partnerships that generate positive outcomes for all parties. Trusted to get critical tasks done excellently.

General Management | Brand Marketing | Innovation | Consumer Expertise | Quantitative Analytics
Business Alliances | Financial Return | Turnarounds | Team Building

EDUCATION

HARVARD BUSINESS SCHOOL, MBA 2004-2007

Cambridge, MA

SCHOOL OF GOVERNMENT, MPA 2004-2007

MA

WESLEYAN UNIVERSITY, BA 1996 - 2000

Middletown, CT

HARVARD KENNEDY

Cambridge,

PROFESSIONAL EXPERIENCE

SOLO FUNDS, Los Angeles, CA

February 2020 - Present

Head of Strategy / Business Development. Responsible for business strategy and business development, marketing, customer relationship management, capital raising, and deal structuring for a start-up Fintech company. (www.solofunds.com)

- Delivered Series A fundraising round of a \$6.0MM for the company.
- Led a team in the growth of the business from a \$17K in sales in start-up to \$1.5MM in annual sales by year 2.
- Brokered and negotiated partnerships with Essence, Visa, and Kiva for offline and online distribution.
- Developed marketing and sales strategy including, but not limited to: Website, User outreach, Brand Voice and POV Penetration, Amplification, Influencers, and Execution.
- Managed digital marketing team, including: SEO, SEM, and social media strategy.

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA

January

2019 - Present Adjunct Professor of Business, Economics, and International Entrepreneurship.

Responsible for teaching MBA/Graduate students Strategy, Entrepreneurship, and Marketing. Taught three terms of international students and graduate MBA level students.

- Served as the liaison between the university, its students and alumni, and potential employers.
- Advised representatives of employers to assist in the effective use of career services' efforts.
- Provide career advising to students and alumni regarding the job-search process, and all areas of career planning.

HERITAGE LINK BRANDS, New York, NY

April 2015 - January

2019

Chief Operating Officer. Provide day-to-day leadership over operations, brand, and financial strategy for a family owned wine and spirits business.

- Responsible for all aspects of P&L management, sales, marketing, operations, partnerships, and employee morale.
- Grew the business from a \$30,000 investment to a \$4MM topline sales and \$350K in profit.

KHARY O. CUFFE

- Work with the largest wine and spirits distributors in the country. Have over 10 Top 100 customers.
- Manage a team of 4. Responsible for developing financial controls, human capital process, and inventory management.
- Developed an operational, marketing, and business strategy for 7 brands
 - a. Developed team equity, branding, and logo.

L'OREAL USA, New York, NY

January

2012 - March 2015

Sr. Director of Marketing - Multicultural Division

Led the turnaround of an underperforming multi-ethnic consumer division. Developed and executed the 360-degree integrated marketing strategy, plan and execution of commercial and product innovation for the business. Led new skincare category innovation for Men's category. Created 4 line extensions and led the turnaround of the "Target Retailer" customer team focused on ethnic brands. 4 Direct reports

- Launched and led fastest growing Natural brand in the ethnic category. Evolved go-to-market strategy, including media RFP, digital ramp up, creation of in-house social team, video/social content strategy and influencer strategy. Incremental **\$30MM** Net Sales to the Ethnic portfolio.
- Oversaw all advertising development and production, including TV, print, digital, OOH, and radio. Winner of **2014 Effie Award** for Au Naturelle launch and advertising. Led 9 agency partnerships, including onboarding 3 new agencies, and implementation of partnerships. Executed marketing strategy including implementation of local market strategy
- Developed and marketed SoftSheen-Carson Men's skincare and haircare portfolio, representing 20% of total portfolio value. Created promotional and advertising strategy and oversaw execution of advertising and promotion activities; resulting in over **800K** Facebook fans in 4 months, **100MM** media impressions, and **75K** Twitter followers. Wrote, developed, and executed marketing plans, which resulted in increased Shipments, Sales, and ROI.
- Led digital marketing and social media strategy, increasing brand social engagement to 2nd in category in 1 year.

PROCTER & GAMBLE, CINCINNATI, OH

May 2007 -

January 2012

Brand Management, Old Spice

Led development, global expansion, and execution of the commercial and product innovation for P&G's fastest growing Male brand Old Spice from 2010 - 2012. Managed the marketing P&L and led all go-to-market initiatives as well as building sports alliances for the brand.

- Oversaw global multi-functional team of over 15; including two direct reports. Managed **\$50MM** budget.
- Managed relationships and led contract negotiations with USA Olympics Committee (IOC) and NFL.
- Globally led strategy and execution for 2012 Olympic program; delivered **\$30M** in sales and **\$10M NPV**.
- Executed "Smell Like a Man Campaign", resulting in **25%** increase in merchandising and display volume in Wal-Mart and Target, with over 16M YouTube views **globally. #1 YOUTUBE VIDEO**

PROCTER & GAMBLE , Brand Management, Pampers Brand

Responsible for a multi-functional team in creation and development of innovation required to drive the brand's future growth. Led commercial strategy and product initiative development. Responsible for the day-to-day operations of the brand. Managed \$140MM marketing budget, **delivered \$2.5B** in sales in North America, grew the baby category by 5% to \$10B.

OTHER WORK EXPERIENCE INCLUDE:

MANSCAPRED - Strategic Consultant, Brand Builder and Business Strategist (January 2019 - Present)
UBS INVESTMENT BANK CORPORATE FINANCE (Mergers & Acquisition), Associate (2002-2004)
PRUDENTIAL FINANCIAL (Prudential Capital Group) Investment Analyst, (2000 - 2002)



BOARD MEMBERSHIPS

NEW YORK CITY INDUSTRIAL DEVELOPMENT AGENCY (2018- Present)

New York, NY

BEDFORD STUYVESANT YMCA BOARD MEMBER (2016- Present)

Brooklyn, NY

LISNR BOARD ADVISOR (2012 - Present)

Cincinnati, OH

Application Form

Profile

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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

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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?

None Selected

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.

Michelle

First Name

Ellis

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:

Culver City

Primary Phone

Alternate Phone

Novel Education Group

Employer

Private Tutor

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.

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:

No community involvement with the city of Culver. However, I was very involved in my previous city in Lancaster/Quartz Hill area.

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:

Tutor / Homeschool Teacher 09/2019- Present Develop and implement curriculum for elementary age students in various subject PK to 6 th Grade Encourage, motivate and build confidence in students Assess students' progress quarterly Travel to student's locations to conduct tutoring sessions or provide online tutoring Tutor / Homeschool Teacher Team Tutors; Beverly Hills, CA 01/2016- 09-2020 Developed and implemented curriculum for elementary age students in various subject Collaborated with other tutors in developing lesson plans Worked with student's with IEPs or gifted students Private Teacher/ Personal Assistant Private Family; Beverly Hills, CA 07/2017-12/2019 Delivered childcare and educational support to four children of a high-profile family. Travel internationally to ensure client well-being. Tutored four children from Pre-K to Middle school in a wide range of subjects. Assisted in developing family schedule to ensure the maintenance of household Organized fun activities that address physical, emotional, and social well-being for the four children Provided tutoring to the four children in math, English, science and assisted with school projects Co-Teacher Turning Point School; Culver City, CA 12/2015—06/2017 Assisted in the development and implementation of Project-Based learning curriculum, Writer's workshop, lesson plans, homework packets, created support materials, and led activities. Worked directly with students in Grade K-2 grade Resolved conflicts and improve social development among students Observed and assessed student behavior and progress Met with parents, guardian's and administrators to address and resolve students' progress and needs Foreign English Teacher Sonquan Middle School, Shenzhen, China 03/2015 - 06/2015 Created and implemented ESL lesson plans that enhanced both spoken and written communication. Attended professional development workshops to remain informed about the best strategies for ESL Students Successfully coordinated 13 classes with up to 40 students

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

Masters in Education | Antioch University, Los Angeles, CA, December 2016 Bachelor of Arts, Political Science | University of North Dakota, Grand Forks, ND, August 2012

[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?

As a future member of the Council of Parks and Recreation and Community Services Commission, I believe the role is to provide direction and recommendations of support for the Parks and Community service projects. Also to be a voice for all and not to limit, seniors, youth, teens, special needs and others. In addition to be a good listener to the community needs.

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

I use the parks and open spaces around Culver City. Tree programs, playgrounds, and entertainment is something that I am drawn to. Being apart of this Community Board is relatable to my interest and therefore I would find joy in participation in projects and can provide insight to the community struggles or frustrations if things arises in park in recreation areas or community facilities.

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)?

As a private Tutor, working with kids is my speciality. I could bring kid's interest and make sure that playgrounds are safe. Also, working with parents and grandparents, I can make sure their concerns are display in every action we take.

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

My objective and goal is to make sure our actions are not for one type of group but for everyone. Culver City is made up of all kinds of people, gender, age group, special needs, seniors, and much more. I believe it is important to continue to represent all and keep fulfilling that objective of providing recommendations and support to everyone who lives in this city.

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.

Once regarding Rent Control. Unfortunately I never made time to get involve these last three years since I been living here. I am now, ready to participate and become an active member in the community.

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?

My work schedule has change , I am very grateful that I don't drive as often. I am now have more available to serve my community. I am committed to the once a month meeting on Wednesday and any special events that I need to attend.

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.

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

Question applies to multiple boards

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☒ Word of Mouth

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 will be honest, but I have not seen any of the Culver City Park meetings. It was a word of mouth from a friend that suggested for me to get back in volunteering and be apart of my community. My BA is in Political Science and I have not used my degree or been a part of any community events for a while. I love this community and just had the urge to put my name in the hat. I am ready to get my feet wet again and provide suggestion/ideas.

Question applies to Parks, Recreation and Community Services Commission

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

I use to be in the Park and Recreation committee in my old city of Quartz Hill. I helped and volunteered with events such as the parades and the chili cook off. I would bring my same enthusiasm to the board and represent all members of the community.

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?

I have a little bit of experience of being a part of a similar board in my old hometown, plus I use the parks and gone to events that are sponsored by this committee. I feel more connected to this board.

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 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?

None Selected

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.

Only applying for PRCS Commission at this time.

Jane Leonard
First Name Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

[Redacted]

State Postal Code

Are you a Culver City resident?

☒ Yes ☐ No

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

29

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

City of Culver City Retiree as of 3/15/2021

Employer

Most recent: Sr. Mgmt Analyst - Transit Finance & Grants

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.

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.

March - June 2002 Culver City Fire Department July 2002 - March 14, 2021 Culver City Transportation Department

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:

Current Member: Culver City Economic Recovery Task Force (ERTF). Current Member: Culver City Emergency Response Team (CERT). Current Member: Culver City Government Alliance for Race & Equity Team (GARE). Prior Member and Past Chair: Culver City Finance Advisory Committee (FAC). Current Member and Past President: Culver City Management Group (CCMG). Current Member: Culver City Exchange Club. Current Member and Treasurer: Unity of the Westside Church Board of Trustees. Current Member and Past Chair: LA Metro Bus Operations Subcommittee. Current Member: LA Metro Technical Advisory Committee. Prior Board Member: Southern California Regional Transit Training Consortium (SCRTTC). Current Member and Prior Board Member and Treasurer: Santa Monica Chapter of Sweet Adelines International.

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:

2012 - 2021 (retirement on 3/15/21): Sr. Management Analyst - Transit Finance & Grants - Culver City Transportation Department. 2002 - 2012: Management Analyst - Equipment Maintenance & Fleet Services Division - Culver City Transportation Department. 1992 - 2000: Forensic Psychology Case Manager - Barry T. Hirsch, Ph.D.

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

UCLA - BA in Psychology

[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?

The PRCS Commission functions as an advisory body to the City Council, reviewing and recommending policy, projects and programs associated with the City's ten parks, five parkettes, all recreation programs, activities associated with the Senior Center including the Senior Nutrition Program, rentals at Veterans Memorial Building, activities at the Teen Center, and operation of the Plunge and its users and renters. All associated community services and events also may come to the PRCS Commission for input, approval and guidance, prior to reaching the City Council for final decision-making. And in addition to the City facilities noted, PRCS Commission also provides the Council with perspective on all other park and recreational facilities, maintenance and condition assessments.

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

To me, the PRCS Department is the heartbeat of the Heart of Screenland, and provides the greatest resource for enrichment and engagement of our City's residents and surrounding community. It is through our parks, recreational programs and associated facilities that people come together to grow, learn, play, experience green spaces and provide service to one another. This is the essence of community - all people, regardless of age, race, economic status or physical ability - can thrive and enhance their quality of life through the activities of this department. Representing the community on this Commission is very closely aligned with my own values and interests of service and advocacy.

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)?

Leadership - a lot of it! I have extensive service in primary roles on numerous Boards and Committees, both associated with my professional position as well as through association with various non-profit organizations. I have been a civil servant for the past 19 years as an employee in major financial roles, possessing strong core competencies in municipal government operations, finance, budgets, contracts, and facilities management. I have a strong purpose and commitment to volunteerism, and I believe service is the greatest expression of one's highest self. I also believe the preservation and maintenance of our City's open green space is very important. My close family members have provided foundational leadership in the preservation of park lands through the Sierra Club and the Baldwin Hills Conservancy. My father-in-law, Ron Webster, created a task force and built all of the trails in the Santa Monica Mountains over the past 50 years, as well as the first trail in Kenneth Hahn Park, aptly named "Ron's Trail." In fact, the Park to Playa Trail was his brainchild.

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

To fulfill PRCS Commission objectives and goals requires listening, reaching understanding and consensus. This includes the willingness to research issues, expand awareness, and exhibit consistent commitment to also attend meetings of other committees (i.e. Disability Advisory Committee, Committee on Homelessness, Equity & Human Relations Advisory Committee) to ensure a working knowledge of the items brought forward to the Commission. Service on subcommittees and functioning as a liaison to other bodies is also an important element of service in order to provide relevant perspectives to the Council. As a Commissioner, I will advocate for our community populations that may be vulnerable, underrepresented or unheard to ensure the Council is fully informed of their special needs and able to make fully informed decisions accordingly. I will also ensure a thorough understanding of the condition of our 10 parks, five parkettes and all recreational facilities within the City in order to provide input and guidance on deferred maintenance issues and needs assessments.

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 attended and/or watched five PRCS Commission meetings over the past several months; I have also attended the most recent Disability Advisory Committee meeting (and will continue to do so). I watch and/or attend all City Council meetings, so I am also aware of the agenda items associated with PRCS that have been brought forward to the City Council.

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 will be a retired resident in the Culver City community as of March 15th, so I can commit 30 to 40 hours each month to reviewing materials and attending meetings, including any subcommittees that may need to be formed, adhering to Brown Act rules, of course! This time commitment is complementary to my hours for the City's ERTF meetings, my CERT involvement, and my service to the Board of Trustees of Unity of the Westside, located in Culver City.

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 have attached a bio which supplements the information contained herein.



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

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Outreach Question

Question applies to multiple boards

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☒ Website/Email

☒ Other

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?

Over the past several months, I have watched five meetings of the PRCS Commission. The presentations on the status of parks and various recreational programs are very interesting and reflect the amount of work that staff invests in their commitment to the myriad programs, facilities and parks for which they are responsible. I would like to see action items generated by those presentations, perhaps best associated with Commission subcommittee work. I would ask, how can the Commission be of greater assistance as a liaison and conduit between staff and the Council in this regard? The Commissioners are very thoughtful and perceptive in their observations and questions about the issues that are brought before them. I would like to see possibly a standing item during which a particular program is briefly highlighted for review when financial and budgetary challenges are experienced, noting whether a program or project is sustainable or at risk for termination; this preemptive activity might enhance the success and longevity of programs and maintenance of facilities that are most needed. I would also encourage more opportunities for appreciation and acknowledgement of the people making all of these programs happen; the unsung heroes of PRCS - employees and volunteers alike.

Question applies to Parks, Recreation and Community Services Commission

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

Having raised four children in Culver City, being an involved parent in their recreational activities, and serving in various capacities as a volunteer within the community, I have a strong connection to the family and residential experience of the City's parks, programs and community services. In the Transportation Department, I have co-managed the City's Dial-a-ride and Taxi Programs, notably the funding required to provide those services. I possess facilities and contracts management skills that provide relevant knowledge to issues that may come before the PRCS Commission. And lastly, I also have a very active senior family member who has been a Senior Center member and class teacher (Mary Ann Webster - Antiques Class), so I know how critical the Senior Center is for the emotional and social vitality of our senior community.

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 PRCS Commission - as a liaison between the PRCS Department and the City Council - is most directly connected to our residents and users of our parks, programs and facilities, thus impacting and enhancing community engagement and service to one another. As noted previously, as a PRCS Commissioner, I will advocate for our community populations that may be vulnerable, underrepresented or unheard to ensure the Council is fully informed of their special needs and able to make fully informed decisions accordingly. I will also ensure a thorough understanding of the condition of our 10 parks, five parkettes and all recreational facilities within the City in order to provide input and guidance on deferred maintenance issues and needs assessments. While I have strong qualifications to serve on the Civil Service Commission, I believe my recent employment with the City may create a conflict of interest, at least for a year. I could welcome service on the Finance Advisory Committee again in a resident seat should a vacancy occur, but prefer to serve in a different capacity at this time. The General Plan Advisory Committee would also be an exciting opportunity; there is a lot of dynamic work there, but I believe PRCS is the best fit considering my qualifications, interests and commitments to the Culver City community. Thank you for your consideration of my application.

Thank You

Jane Leonard

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



Jane Leonard is retiring from the Culver City Transportation Department in March 2021. Her career with the City began in 2002, serving as an Associate Analyst in the Fire Department where she worked on the CCFD's Accreditation Program and developed their first quarterly newsletter, reporting on statistics, budget and Fire Department activities. She then transferred to the Transportation Department's Equipment Maintenance & Fleet Services Division as a Management Analyst. In that capacity she handled capital projects and environmental compliance programs such as the City's Underground Storage Tanks, managed fleet and facility projects and programs, tracked performance indicators, and developed and managed the budget with the Fleet Manager for ten years.

In 2012 she was promoted to Senior Management Analyst - Transit Finance & Grants, managing the Department's \$40 million budget, local, state and federal grants revenues and accounting, multiple City and transit audits, contracts, and all other finance functions for the Department.

Jane has shared her leadership and dedication to the public transit industry serving as a mentor and resource for all. Her regional transit leadership includes nine years on LA Metro's Bus Operations Subcommittee (BOS) where she was elected to Secretary, Vice Chair, and served as Chair for five years. Jane was elected to one of two BOS seats to LA Metro's Technical Advisory Committee (TAC) where she served for five years. Jane was also a Southern California Regional Transit Training Consortium (SCRTTC) Board member four years, serving as CFO for two years. She also served as a member of the Finance & Administration Committee for CalTIP, the 36-agency transit indemnity pool of which Culver CityBus is a member.

Jane's leadership roles during her 19 years with the City include nine years serving on the Culver City Management Group (CCMG) Board and President for five years. In that capacity she negotiated MOUs, and served on Civil Service Rules Review and Salary Survey working groups. As Chair, she started the CCMG's Essential Piece Award – which gave management members the opportunity quarterly to acknowledge exceptional service by other members across all City Departments.

Jane was appointed to the Labor Management seat of the Finance Advisory Committee to the City Council where she served for four years and also served as Chair. Jane has been an Emergency Operations Center (EOC) Member for 17 years, serving as an alternate to the Logistics Section Transportation Coordinator. Earlier in her City career, she was appointed by the then Chief Administrative Officer, Jerry Fulwood, to serve on the Grants Management Review Working Group and the ARRA Grants Task Force. Jane has also been an active cohort member of the City's Government Alliance for Race & Equity (GARE) Team over the past three years.

A Culver City Resident for 29 years, Jane raised four children in Culver City, all of whom attended CCUSD schools and participated in PRCS programs. She was a primary member of the Measure U Committee and has been a Community Emergency Response Team (CERT) Member since 2002, now delivering groceries every Saturday through the City's Emergency Food Program. Jane looks forward to spending time with her "adultren" Alex, Natalie, Anna and Lilli, her two grandchildren, Clara and Leo, and continuing to sing with her Sweet Adelines *a cappella* barbershop harmony group, the Santa Monica Chorus. Jane will also continue her leadership role as Treasurer on the Unity of the Westside Board of Trustees, and hopes to expand her volunteerism within the Culver City community after retirement from full-time employment with the City.

Application Form

Profile

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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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Important Information

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

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:

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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.

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?

None Selected

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.

Rolan

First Name

Hernandez

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:

10

Primary Phone

Alternate Phone

Cortex Composites

Employer

Chief Strategy Officer

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.

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).

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:

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:

LA County Bicycle Coalition - Operation Firefly (in Culver City)

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 resume

Rolan Hernandez

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

Harvard College (Economics) & UCLA Anderson (MBA)

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?

Parks & Recreational facilities and services are at the core of what makes Culver City a great place to live, and this commission is charged with ensuring these vital park resources provide real value for the whole community.

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

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 wife and I have 3 young kids—we use the parks A LOT! I play tennis 2x weekly around Lindberg/Vets, our kids attend sports camps/practices, enjoy the numerous playgrounds, and even play soccer/softball/baseball up at Bill Botts field. I am excited to contribute my perspective and enthusiasm to help our parks create value for the entire community!

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

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?

5-10 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.

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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Question applies to multiple boards

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-
- ☒ Newspaper
☒ 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?

none

Question applies to Parks, Recreation and Community Services Commission

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

I've worked "outdoors" as a camp counselor and snowboarding instructor, and our family has participated in numerous PRCS classes/activities.

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 plays the most prominent role in our family life, but I am also interested in the bicycle/pedestrian advisory committee.

Thank You

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

SUMMARY

US Air Force veteran and business strategist with keen interests in clean/renewable technologies, industrial products, advanced manufacturing, and innovative startup models. Recognized for successfully leading market entry and expansion campaigns for diverse aerospace/engineering, software, and green energy/building ventures, with a focus on competitive analysis, product development, contract management, operations/supply chain, business process design, and JV execution.

EXPERIENCE

CORTEX COMPOSITES

Santa Monica, CA

Startup: construction materials, with a patented, low-carbon, cementitious geosynthetic liner product

Chief Strategy Officer

2019-present

- Led final 2019 development of rollable concrete product, specified optimal cement formulation and other material inputs
- Spearheaded application for NSF SBIR phase I grant on behalf of the company, with a focus on manufacturing processes
- Managed the recruitment and onboarding of three new team members, established remote work & collaboration protocols
- Wrote investor pitch deck, compiled historical financials, and answered diligence inquiries for \$1m bridge financing

VP, Marketing & Operations (1st hire)

2016-2019

- Translated founder's overall product and strategic vision into actionable goals to guide the company's development
- Drafted comprehensive business plan and created detailed operating/financial model, which were both instrumental in securing \$1.5m in seed financing
- Represented Cortex at startup and composites industry events; delivered company pitch to prospective investors

EYAS CAPITAL

El Segundo, CA

Startup: small PE fund, focused on multifamily real estate and hospitality sectors

Partner (1st hire)

2014-2015

- Refined founder's vision to articulate the key investment thesis, focus industry research, and develop overall launch plan
- Wrote pitch materials, created financial models, drafted PPM and other documents to raise first ~\$5m from investors

mnmMOD BUILDING SOLUTIONS

Santa Monica, CA

Startup: sustainable, pre-fabricated construction materials – custom homes sold as kit-of-parts

Director of Operations (1st hire)

2012-2014

- Launched green building venture from prototype to production; delivered \$1.5m+ in first year revenues
- Opened two factories (>10,000sf total) – sourced facility/PP&E, setup logistics for raw/finished materials, designed production workflow, trained and managed 12-man work crew.
- P&L owner – established pricing structure, negotiated favorable key supplier contracts, drafted new project proposals
- Collaborated with architects/engineers to reduce material costs ~20% and promote "off-the-shelf" configurations
- Designed/managed all material resources and logistics flow to deliver "flat-packed" houses throughout LA County
- Wrote standardized comprehensive purchase agreement, subsequently saving ~\$150k in contract disputes
- Parting advice to CEO: pick one standardized design to scale up; company has since released [plushus ADU](#) to this end

VERENGO SOLAR

Torrance, CA

New Market Operations

2011-2012

- Spearheaded Northern CA and NJ market entry campaigns, yielding \$30m/year in new business
- Forged JV agreements with regional solar installers and tweaked their existing ground ops for greater throughput
- Structured "solar lease" contracts to meet new market financial/technical requirements, while ensuring profitability
- Created web-based installer dashboard to record field equipment specs for 100% audit compliance
- Delivered prescient warning to CEO on perils of expanding into less profitable markets (firm later filed Chapter 11)

WYLE LABORATORIES (now KBR)

El Segundo, CA

Corporate Development Associate

2006-2010

- Working directly with C-suite leaders, served as internal consultant for \$1B diversified engineering firm
- Closed \$75m of new business and JV contracts to expand professional services portfolio
- Drove new product development, including commercialization strategy for non-destructive ECIS testing instruments
- Led extensive profitability study for struggling \$200m business unit; key insights formed CEO turnaround plan
- Managed deployment of new ERP system across the test engineering division
- Compiled monthly/quarterly financial results across the company's three business units, and delivered to CFO

- Facilitated sale of Wyle to PE firm in 2009 by managing investor data room and answering diligence inquiries

US AIR FORCE, Contracting Officer (O-3)

1999-2005

Chief, Contract Airlift & Terminal Operations, Yokota AB, Japan (2002-2005)

- As administrative contracting officer (ACO), managed Pacific contract airlift operations; ~\$250m/yr of USAF-chartered passenger and cargo flights spanning Alaska to Diego Garcia, including 12 air terminals and their supporting staff
- Negotiated new landing rights to expand air terminal operations in Singapore and Thailand—more consistent, flexible access for USGOV personnel
- Re-organized Pacific contract airlift workforce to assimilate Hawaii ops into Japan office—freed up two additional deployable troops in support of OEF/OIF
- Awarded over \$7m of air terminal upgrade projects, including a \$450k renovation at Misawa AB, Korea
- Contracts Buyer, Space & Missile Systems Center**, Los Angeles AFB, CA (1999-2002)
- Provided primary business interface between space acquisitions group and USAF, NRO, NSC, NOAA, NASA
- Led systems-level business development via RFP and competitive bid process; detailed knowledge of USGOV rules
- Served on source selection committee for \$1.6B Spacelift Range Systems Contract; helped design acquisition strategy, reviewed proposals, and responded to bidder inquiries
- Priced/negotiated \$200m Lockheed Martin liquidation settlement to close out \$600m launch range automation contract

EDUCATION

UCLA ANDERSON SCHOOL OF MANAGEMENT

Westwood, CA

MBA, Fully-employed, Strategy & Operations

2007-2010

Leadership: FEMBA council, Section 1 Social Representative, Leaders in Sustainability (interdisciplinary certificate)

Activities: Net Impact, Marketing Association, Management Consulting Association, Wine Club

GAP Field Study, Barcelona Music & Audio Technologies, (2009): conducted primary market research to advise Spanish software startup on best US market entry strategy. CEO accepted our team's recommendations, and made a successful pivot away from large music publishers and towards music monitoring services in public spaces.

HARVARD COLLEGE

Cambridge, MA

BA, Economics

1995-1999

Leadership: Winthrop House Committee (social chair), Snowboarding Club (co-president), AFROTC (scholarship cadet)

Activities: First-year Outdoor Program (trip leader), *Let's Go* Publications (writer/editor, Ecuador & Peru)

ADDITIONAL INFORMATION

Certifications: APDP level 2 certified – detailed knowledge of FAR, DFARS, other USGOV contracting protocols

Languages: highly proficient in Spanish, elementary Japanese

Software: advanced MS Office user—excel, ppt, word, project; native Mac OS/creative suite; fluent in SQL, Adobe publishing suite, ArchiCAD, Sketchup, various ERP suites

Interests: tennis (play competitive singles/doubles), surfing/snowboarding, bicycles, backgammon, photography, origami

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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.

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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 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.
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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?

None Selected

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.

Humberto

First Name

Benitez

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:

50 years

Primary Phone

Alternate Phone

Los Angeles County Public
Defender

Employer

Deputy Public Defender III

Job Title

Humberto Benitez

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:

-Served on the Board for the Culver City Elks Lodge from 2017-2020 -Volunteered for American Youth Soccer Organization as coach, referee, commissioner and Coach Trainer, 2002-2017 -Organized volunteers for and personally staffed Office of the Public Defender's participation in LA County's Parks After Dark Program

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:

I have been employed as a Deputy Public Defender in Los Angeles County for the past 26 years. My current title is Deputy Public Defender III.

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

Bachelor of Arts Degree, UCLA 1989 Juris Doctorate, Boalt Hall School of Law, UC Berkeley, 1993
Member of the California State Bar since 1994

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?

I am seeking a position on the Homeless Committee. My understanding of the position is to interact with Culver City's Homeless population, elected officials, and community leaders to develop a plan to tackle issues connected to the city's rising homeless population.

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

I have been a resident of Culver City for 50 years and a homeowner since 1994. I have raised my family in Culver City. My children attended local Culver City Public Schools. I have also worked as a Public Defender for the past 26 years, the last 7 years I have been assigned to the Airport Courthouse which serves cases filed in Culver City. During my professional and personal life, I have seen an explosion of the Westside's homeless population, including Culver City. I have personally seen how mental illness and homelessness has an adverse affect on the quality of life in Culver City and how crime is directly connected to a lack of services; and sometimes when services are offered, the lack of willingness of the homeless population to take advantage of services offered to them. As a Deputy Public Defender, I believe I can bring a unique perspective on addressing the homeless situation in Culver City.

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)?

Through my employment as a Deputy Public Defender, I have represented hundreds of homeless individuals charged with minor offenses and serious crimes. I have learned about unique opportunities and case management services offered by local and county agencies. I frequently interact with social workers in the jail, social workers in the Full Service Partnership program and social workers in the ODR program. I have also had many clients connected to services through Exodus and Clare in Culver City, Step Up on 2nd, OPCC, and other community based organizations.

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

I envision fulfilling the objectives by participating in meetings, engaging in community outreach, meeting with local businesses and city partners in order to tackle the unique issues presented by homelessness.

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 meetings.

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?

My time varies from month to month. But I assure the Committee that I will make whatever time is necessary to do my job and prepare for meetings.

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 do believe there is a great opportunity to shape policy on homelessness. I'm sure many people before me have shared similar ideas about homelessness, but there needs to be a partnership between community leaders, the homeless population, and local law enforcement. My hope is to develop and plan that will be copied by other cities.

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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Culver City, CA 90232

By Fax: (310) 253-5830

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Outreach Question

Question applies to multiple boards

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) *

☒ Facebook/Twitter

Supplemental Questions

Thank You

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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?

None Selected

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.

I am only applying to one position.

Jamie

First Name

Sussman

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:

5

Primary Phone

Alternate Phone

The Camelot Condominium
Owners' Association

Employer

On-site Manager

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.

-

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:

I was on the Board of Directors in my Condominium complex from January 2017 through December 2018 (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:

See Resume. I have approximately 15 years of additional prior employment, but I was a stay-at-home mom for a few years when my daughter was young.

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

See 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?

While I am not entirely sure, I believe that the Committee on Homelessness assists in finding solutions to homelessness and the accompanying difficulties that homeless people endure.

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

When I see someone who is homeless, I want to help in some way, but I don't know meaningful ways to do that as an individual. I worked at Starbucks for a couple years before the work history on my resume begins, and during that time I befriended a homeless man who stayed in our store all day and slept on the street at night. He was a Veteran named John. He didn't want to accept the housing he was offered because he had already conquered his addiction and he didn't want a roommate that might put that at risk. Many of the patrons at our store befriended him as well. When his laptop was stolen, we all chipped in to get him a new one. Eventually, a patron who is a lawyer was able to get him a proper home. There is little more gratifying than that.

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)?

Most of my work history has been in customer service. My family owned a restaurant in a small town, and I grew up working there. Being a property manager now, I deal with all different types of people every day. I genuinely care about people, and I want to find more ways to give and help.

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

If I'm being honest, I think that I have a lot to learn about this and how it works. Part of me envisions community service, like volunteering to distribute food, but I assume it's probably more reading, learning, listening and planning.

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.

Jamie Sussman

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?

It might depend a little on how much work there is to do, how much notice I am given, and how urgent something is. I imagine some months or meetings will require more prep than others. When I'm passionate about something, I put in extra time. I know that's not a real answer, so I will put down a hypothetical number of 12-15 hours. Assuming the requirement isn't way more than that number, please know that I'm negotiable, especially in times of greater need.

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 see attached file "What I do..." I think this gives a good description of my recent work experience in a more conversational way that might give a better idea of my skill set, as well as how much I enjoy working in the service of others.



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

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Question applies to multiple boards

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☒ Website/Email

Supplemental Questions

Thank You

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What I do...

Being a property manager has many rewarding moments, of course, because there is a very human side to the position. I have worked with people in a number of customer service jobs in the past, but those challenges don't compare with how personal things are for a homeowner. This truth makes a property manager's job challenging at times, satisfying at other times, but never boring. Probably my most significant accomplishment was working with Bateman Water Heating to get the property new boilers, while also qualifying for a very significant rebate from Southern California Gas Company. The association ended up with all new hot water heaters (along with new 100-gallon storage tanks, new piping, and insulation), and they only had to pay for 38% of the total cost. The vendor casually mentioned this rebate program one day over the phone, and I followed up on it several times to be sure that the association didn't miss out on such an excellent opportunity.

Other responsibilities of my job include, but are not limited to:

- Surveying, assessing, and prioritizing the need for various repairs and improvements around the building
- Maintaining the property on a regular schedule to avoid potential damages that could arise from lack of maintenance
- Collecting proposals from various vendors to conduct routine maintenance, repairs or other improvements
- Evaluating proposals, along with the verbal communication from vendors in person, to make informed recommendations to the Board of Directors
- Working with maintenance staff, the groundskeeper/janitor, landscapers, pest control, inspectors, elevator technicians, plumbers, engineers, locksmiths, roofers, etc. on a regular basis
- Addressing various homeowner issues, concerns and/or complaints via phone, email, or in person
- Keeping records of progress on projects and reporting back to the board
- Collecting agenda items to be included in the next Board Meeting
- Reviewing architectural request form submissions
- Programming the phone directory to include new residents and updating records
- Submitting and following up on maintenance requests to ensure that each has been completed
- Hiring and scheduling vendors; alerting residents and owners when appropriate/necessary
- Keeping abreast of changes in condominium law, and passing along important new information to the Board of Directors
- Facilitating and scheduling water mitigation, mold remediation and/or asbestos abatement following legal requirements and governing documents
- Finding ways to save the association money without sacrificing quality

Jamie M. Sussman, CCAM®

Highly motivated, personable and enthusiastic property management professional with a track record of dependability and excellence in dealings with management, homeowners, board members, vendors and co-workers. Excellent interpersonal and conflict resolution skills. Experience in deadline-driven and fast-paced workplaces. Able to thrive in environments that require self-motivation, ambition and resourcefulness while remaining poised under pressure.

For me, being a property manager has many rewarding moments, as it combines my passion for working with people with my problem-solving skills. I especially enjoy the wide variety of tasks that come up in this position. This keeps my work interesting at all times, and I am always learning new things.

Skills Summary

- | | | |
|------------------------------|--------------------------------|-----------------------|
| ◆ Project Management | ◆ Professionalism | ◆ Scheduling |
| ◆ Team Leadership | ◆ Organization | ◆ Microsoft Office |
| ◆ Vendor Management | ◆ Problem-solving | ◆ Proficient with Mac |
| ◆ Marketing/Customer Service | ◆ Communication/Correspondence | ◆ Troubleshooting |

Professional Experience

PROPERTY MANAGEMENT

- ◆ Survey, assess, and prioritize the need for various repairs and improvements around the building
- ◆ Maintain the property on a regular schedule to avoid potential damages that could arise from lack of maintenance
- ◆ Collect proposals from various vendors to conduct routine maintenance, repairs or other improvements
- ◆ Evaluate proposals, along with the verbal communication from vendors in person, to make informed recommendations to the Board of Directors
- ◆ Work with maintenance staff, the groundskeeper/janitor, landscapers, pest control, inspectors, elevator technicians, plumbers, engineers, locksmiths, roofers, etc. on a regular basis
- ◆ Address various homeowner issues, concerns and/or complaints via phone, email, or in person
- ◆ Keep records of progress on projects and reporting back to the board
- ◆ Collect agenda items to be included in the next Board Meeting
- ◆ Review architectural request form submissions
- ◆ Program the phone directory to include new residents and update other homeowner records
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- ◆ Keep abreast of changes in condominium law, passing along important new information to the Board of Directors
- ◆ Facilitate and schedule water mitigation, mold remediation and/or asbestos abatement following legal requirements and governing documents
- ◆ Find ways to save the association money without sacrificing quality

PROJECT MANAGEMENT/MARKETING/LEAD GENERATION/REDLINING

- ◆ Interfaced with manufacturers and suppliers to make certain that deliverables were on-time
- ◆ Designed and edited the product catalog, chose product names, and selected artwork
- ◆ Increased the database of leads twofold, adding over 2,000 high-quality leads among top designers and architects across the USA
- ◆ Compared manufacturer schematics/technical specifications against customer requirements, and made mathematical/formulaic corrections as needed to ensure satisfaction with the finished product

Jamie M. Sussman, CCAM®

CUSTOMER SERVICE/CORRESPONDENCE/PROBLEM SOLVING

- ◆ Developed relationships with manufacturers locally, nationally, and in China, improving product quality and customer satisfaction
- ◆ Distributed product catalogs and manufacturer samples to prospective clients
- ◆ Enhanced and elevated the customer experience by anticipating needs, recognizing the many types of people and how their needs may vary, and treating each request with the same sincere respect
- ◆ Maintained a clean and organized working environment, even in chaotic moments, with attention to detail and quality

TEAM LEADERSHIP

- ◆ Organized and coordinated project components from research to completion, meeting strict deadlines
- ◆ Facilitated good working relationships with co-workers, managers, vendors and clientele

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

- ◆ Ensured prompt payment to vendors, manufacturers, and salespeople
- ◆ Managed and distributed invoices

Employment & Experience History

THE CAMELOT CONDOMINIUM ASSOCIATION – Culver City, CA

On-site Manager, December 2018 – Present

THE CAMELOT CONDOMINIUM ASSOCIATION – Culver City, CA

Board Member (2nd V.P. first year, Secretary second year), January 2017 to December 2018

FREELANCE PHOTOGRAPHER, EDITOR (VARIOUS) – Los Angeles, CA

Photography (Weddings, Parties, Plays, Albums Covers, Headshots), Photo Editing, Cataloguing & Arranging into Professional Photo Books, February 2002 to Present

WILLIAMS REAL ESTATE ADVISORS – Santa Monica, CA

Administrative/Property Management Assistant, March 2012 to December 2012

TOWNSEND LIGHTING – Torrance, CA

Project Manager, Marketing, Distribution and Office Administration, April 2011 to April 2012

CEDARS SINAI MEDICAL CENTER – Beverly Hills, CA

Volunteer - PACU (Recovery), June 2010 to June 2011

Education

MARQUETTE UNIVERSITY – MILWAUKEE, WI

Bachelor of Arts (Advertising), 1998

Various continuing education classes in science, psychology, art, computers, etc.

Professional Certification

CALIFORNIA ASSOCIATION OF COMMUNITY MANAGERS

Certified Community Association Manager (CCAM®), January 2020

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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.

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 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:

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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?

None Selected

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.

Committee on Homelessness Fiesta La Ballona Committee Civil Service Commission

Heather

First Name

Wollin

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

Law Offices of Evan Braunstein

Employer

Paralegal

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.

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).

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:

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 helped run a local youth group called Job's Daughters which focuses on social skills and leadership skills of young women. I ran the Culver City group for 5 years and am now assisting the Santa Monica Group. The Culver City group is the oldest chapter in the entire state that has never closed or moved. It was an honor and privilege especially to ensure their participation in the centennial celebration. I also have participated in the citizens police academy and interned at the Culver City News while in high school. I volunteered for years at the local little league and babe ruth fields.

Heather Wollin

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?

Committee on Homelessness- To address and help determine the best practices (short term and long term) and provide feedback and or possible solutions to help those experiencing homelessness in our city. Fiesta La Ballona- To assist in the planning, preparing, and execution the Fiesta La Ballona. Civil Service Commission- To advise the Council on the civil service system and recommend changes or implementation of the Civil Service Rules.

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

Homelessness is an issue near and dear to my heart. I have experience in working with the county in trying to get my aunt assistance when she has been homeless. I have worked and volunteered at the midnight mission and have a great deal of sympathy, empathy, and understanding of both sides of the issue of homelessness and especially with homelessness due to substance abuse and mental illness. Fiesta La Ballona- As part of my youth group leadership, I have assisted in planning and taking suggestions for large scale events to ensure they happen and coming up with ideas to ensure that money is well spent and the events are organized and well attended. Civil Service Commission- I have experience in reading and understanding law as well as in law office management which I think would be useful in applying rules and in understanding how and why certain rules apply. I also have experience in helping prep for the examination of witnesses and general knowledge and experience in mediation.

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 background and experience with homelessness, the county's approach to homelessness, and experience in planning events, and experience in reading and applying law and regulations to everyday situations.

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

I envision working together with others to ensure that objectives and goals are met and provide thoughtful and adaptive solutions to any and all problems facing our city. It would be an honor to help work to make our city a better place for everyone.

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 many live meetings in the last year, but I have watched any and all replays from each of these committees/commissions. Previously I would try to attend these meetings as my school and work schedule allowed.

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?

As much as is 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.)

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.

Outreach Question

Question applies to multiple boards

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

Thank You

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

Heather Wollin

Skills

- California Business and Professions code §6450 compliant
- Advanced knowledge of Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Advanced knowledge of QuickBooks
- Internet savvy, including cloud-based documents and calendaring.
- Proven track record for organization, customer service, and database management (cloud and local server based)
- Ability to handle numerous calendars for multiple attorneys and offices and prioritize efficiently to meet deadlines.
- Advanced experience with VOIP and traditional phone systems
- Mac and PC proficient

Education

ASSOCIATE OF ARTS DEGREE | JUNE 2019 | WEST LOS ANGELES COLLEGE

- Major: Paralegal Studies (ABA Approved)

Experience

PARALEGAL | LAW OFFICES EVAN BRAUNSTEIN | FEB. 2019- PRESENT

- Prepare and draft correspondence, petitions, judicial council forms, and responses to dissolution of marriages, income and expense declarations, schedules of assets/debts, disclosure documents, outgoing discovery, discovery responses, and various motions and notices
- Assist with client intake and act as point person to field client questions
- Review, index, and summarize discovery
- Calendar management and organization
- Day to day office management including client billing and accounting, bookkeeping, administrative support, file management, and office supply inventory

PARALEGAL INTERN | LAW OFFICES OF ANDREA M. CASTER | AUG. 2017- FEB. 2019

- Prepare and draft correspondence, petitions and responses to dissolution of marriages, etc.
- Assist with client intake and support
- Assist with billing and work with clients to make payment arrangements
- Review, index, and summarize discovery

EXECUTIVE ASSISTANT | M.J. ROSENMYER CO. | MAR. 2017- FEB. 2019

- Prepare and draft correspondence and dictation
- Maintain and answer a multiline phone system
- Direct electronic research

- Invoice customers and prepare monthly statements and revenue reports via QuickBooks
- Manage and maintain server database and ensure all documentation is current and ready for FDA audits
- Assist with technology troubleshooting in local office and remote offices

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.
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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

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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.

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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?

None Selected

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.

N/A

Lizbeth

First Name

Mendez

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:

10 years

Primary Phone

Alternate Phone

N/A

Employer

N/A

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.

N/A

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.

I have worked as a student county clerk for the primary presidential elections in the month of February of 2020 at Veterans Park Auditorium. I worked for a weekend and helped voters by giving them their ballots, guiding them on how to use the voting booth, answered any questions they had, and helped fix any technical difficulties that the voting booths might have had.

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:

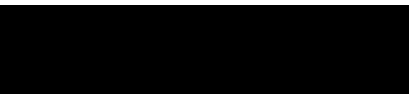
I have been volunteering at the non-profit pet store (Adopt & Shop) for over 5 years and accumulated 225 in volunteering hours. In August 2020, I founded a non-profit organization called venice.culver.p4u which is run by youth-leaders to help feed and advocate for unhoused residents that live in Culver City and Venice, CA. We have helped serve over 100 unhoused residents within these two areas by providing hygiene products, food, clothing, water, tents, etc. I am currently the president of this organization and help raise awareness at city council meetings to find resources to help end homelessness. In this role, I spend an average of 9hrs/week. Lastly, within CCHS I've done community service with the AVPA music program where I helped organize the Halloween carnivals, special events, and concerts, etc.

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:

N/A

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

N/A



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?

The purpose of being part of the committee on homelessness is to address the issue that every city is facing. People have strong opinions on how homelessness should be dealt with, and as city leaders, we should provide solutions to end homelessness because this is an issue that our city is facing. Unhoused residents are in need of our help and it is important that we take action and find ways to end homelessness and address the increasing numbers of homeless neighbors.

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

What I plan to seek in the COH body is to provide ideas and solutions to help and end homelessness in our community. As I mentioned before I started a non-profit organization to help unhoused residents in Venice/Culver City on a bi-weekly basis. I have spoken with unhoused residents during the food drives that I have hosted and we have listened to what they need as well as observing what we can improve to help our unhoused residents. I have raised awareness and have advocated in the Culver City and Venice city council meeting to supply equipment for the unhoused residents to have to keep them safe. I want to have a voice to provide new ideas and to work with the rest of the members within COH to provide better living conditions for unhoused residents. I have held more than 8 leadership positions throughout high school from being the manager, vice-president, and president, in the different clubs that I am involved in. Having a good background in leadership will help me in this role, because I know what teamwork is, provide new ideas, listen to other people's opinions/ideas and that is what's going to help the COH succeed.

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 founded a non-profit organization to help unhoused residents in Culver City and Venice, CA. Being the founder and president has provided me the training, qualifications, and responsibility to organize food drives, assign formal positions, listen to unhoused residents' needs, advocate to end homelessness, and most importantly learn how to budget donations that we are received. I have held more than 8 leadership positions from being the manager, vice-president, and president throughout the different clubs that I am involved in at school. I have a strong leadership background, understand and manage responsibility well, cooperate well with others, and get the job done.

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

What I envision for the committee on homelessness to fulfill is to make as much of a change as possible by providing equipment to help unhoused residents to be safe and healthy. I can envision the committee by providing showers, sanitary products, collecting donations to provide blankets, warm clothing, water, and waste products such as a dumpster. With these small steps, we can even move unhoused residents to better housing and help them get medical care, mental health resources, and help them get a job. If we are able to do this, which I highly believe in, then we can control/end homelessness within our city. That is what I envision that the COH can do to help our unhoused residents.

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 attended Culver City Council meetings five times as well as the Venice City council meeting three times, and have spoken on items on the agenda. I try to attend meetings as often as I am able.

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 can commit a total of 36 hours a month. If there is a problem with the time I provided, I can make adjustments and see what fits best with my schedule.

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.

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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Culver City, CA 90232

By Fax: (310) 253-5830

By Email: city.clerk@culvercity.org

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Outreach Question

Question applies to multiple boards

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) *

☒ Other

Supplemental Questions

Thank You

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Lizbeth Mendez



Extra-Curricular activities

AVPA Music Department

09/3/17-present

CO-President, CO-Vice President, Company Manager,
and AVPA Orchestra Manager

I was a part of the Academy of Visual Performing Arts, for 4 years in the department of music where I played the violin. I was able to hold 4 leadership positions throughout the years and I am currently the Co-President of the music department. The classes that I was involved in were the AVPA orchestra, Media Music where I would compose music and played in the orchestra pit in the spring musicals for the theater department.

Link Crew Leader

08/15/19-present

Mentor/ Leader

This is a transition program where I was a mentor/leader for two years (11-12) in helping incoming freshmen navigate through high school. As a mentor, I was able to give them advice on high school, answer personal questions, and be a role model. Throughout the school year, I would check up on them every week to see how they were doing and if they needed help with anything.

Vote 16

Communications Manager

05/6/20-present

This is a youth-led organization that advocates for 16-year-olds to be able to vote at municipal elections in Culver City. I am currently holding the position of being a communications manager where I would contact city members such as the mayor, council members, attorneys, etc(in Culver City) to host conferences and discuss our organization's goal. I have been interviewed by city council members and have had meetings with other leaders of Vote 16 in New York, as well as anyone who wants to know more about this organization.

Venice.Culver.P4U

08/20/20-present

Founder and President

I founded a non-profit organization to help the unhoused residents in Culver City and Venice, California. Over the span of 7 months my organization was able to help over 100 unhoused residents within these two locations, by providing them with food, water, hygiene kits, clothing, and other essentials. We have teamed up with Waterdropla, polospantry, mitra, and other non-profit groups to help our unhoused neighbors. My team has also participated in council meetings to suggest to our council members what our unhoused residents need such as a dumpster, more hand soap, etc.

Application Form

Profile

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- 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.
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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 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:

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- 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.
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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?

None Selected

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.

Amy

First Name

Cherness

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

none

Employer

home maker

Job Title

Amy Cherness

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).

Darryl Cherness- husband

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:

President of the Culver City Democratic Club, participated in the Fiesta la Ballona, Volunteered with Upward Bound House, volunteered with West L.A. College to help with homeless college students

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 resume

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

BSW in Social Work , RN now retired

[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?

Advise City Council and Staff in identifying strategies to decrease homelessness.

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

I seek appointment to the body because I am concerned about the problem of homelessness in Culver City and would like to play a role in solving this problem.

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)?

When I was President of the Culver City Democratic Club, I started a committee to help the homeless. In addition, I have volunteered my time to assist Upward Bound House, an organization that aids homeless families. I would bring to the Committee on Homelessness a passion for community service and a history of commitment to dealing with the problem of homelessness.

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

As a member of the Committee on Homelessness I would focus on short term goals such as providing safe parking for homeless people who live in their vehicles. As for longer term goals, I would focus on providing housing for the homeless through subsidies to landlords who own ADU's and are willing to rent to homeless people. Finally, I would identify vacant rental units, and match available units with homeless persons.

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.

7/28/20, 9/22/20, 11/21/20, 12/8/20, 1/12/21

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 will spend as much time as necessary to be adequately prepared.

Amy Cherness

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 strongly committed to solving the problem of homelessness in Culver City. I will do whatever is necessary to achieve this goal.

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

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Outreach Question

Question applies to multiple boards

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☒ Newspaper

Supplemental Questions

Thank You

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AMY MELINDA CHERNESS

HIGHLIGHTS OF QUALIFICATIONS

- Registered nurse with twenty five (25) years of experience (now retired)
- Ability to read and interpret medical record data for chart audits or abstractions
- Excellent written and oral communication skills

WORK HISTORY

Cherness & Associates-Culver City, California-Business Finance Consultant 2001 to present

- Advise clients who need funding of funders who can meet their unique financial needs
- Answer customer questions and concerns
- Meet with clients to determine their financial needs

Holman Professional Counseling Centers-North Hollywood, California-Nursing Admissions Reviewer 2000 to 2001

- Reviewed and audited psychiatric charts
- Performed referrals to doctors and therapists for out-patient treatment
- Determined admission and discharge criteria for in-patient treatment

Encino-Tarzana Regional Medical Center-Encino, California -Intake and Crisis Team Coordinator 1999 to 2000

- Provided telephone triage of all patients seeking psychiatric treatment or information
- Provided referrals to out-patient treatment
- Coordinated LPS assessment

EDUCATION

Los Angeles Valley College, Van Nuys, California AA in Nursing

California State University Northridge, Bachelor's Degree in Sociology

Application Form

Profile

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Which Boards would you like to apply for?

None Selected

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.

I am only applying for the position on the Culver City Committee on Homelessness.

Robyn

First Name

Kupferman

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:

5 years

Primary Phone

Alternate Phone

The People Concern

Employer

Director of Administration

Job Title

Robyn Kupferman

Are you a Culver City business owner/operator?

☐ Yes ☒ No

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

N/A

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.

Not applicable.

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).

Not applicable.

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:

Not applicable.

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:

Culver City has been my home for numerous years. It where my child is enrolled in elementary school and where my youngest attends preschool. My family has found our faith community in Culver City as well. I see myself as an integral part of this community and being appointed to this committee can be the best way I can serve with my expertise and talents.

Robyn Kupferman

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 my 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:

Please see my 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?

The Culver City Committee on Homelessness acknowledges homelessness as a humanitarian crisis in our own backyard. With support and compassion, the committee brings together government, service providers, and concerned citizens to help the most vulnerable men and women in our community.

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

With a background in homeless services and Culver City being my community, I can bring a unique perspective to this role. My focus for many years has been on homelessness in Los Angeles County as a whole; now is the time to focus on my immediate 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)?

Given my career background, I have supported the underserved first hand and provided direct case management in my fight against poverty. Once I decided that I was not going to school for Social Work, I was able to use my talents to support this work from an administrative perspective. For over a decade I have used my writing skills to find grants (public and private) to support homeless services. I understand the direct service provision, the nuances of public and private funding, the will of the funders, and most importantly, those most in need.

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

I really see myself as a "translator" between all parties. I can communicate with public and private funders, with the community, and with the homeless men and women themselves.

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 participated in the committee meetings.

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?

When I make a commitment, I stick to it. I will devote however many hours are needed to fill this role.

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.)

Not applicable.

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

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☒ Website/Email

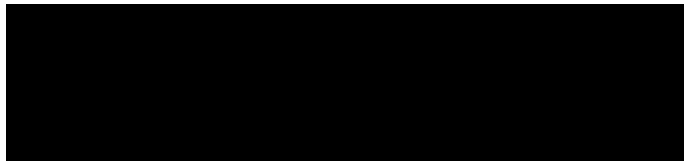
Supplemental Questions

Thank You

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Robyn Kupferman

Robyn C. Kupferman



Education

- May 2003 Graduated Phi Beta Kappa, Magna Cum Laude with a B.A. from the University of Arizona, Tucson, Arizona. Majors: Political Science and Sociology, Minor: History
- Summer 2001 Enrolled in Summer Institute for International Humanitarian Action, a nine-week internship program through George Mason University in Washington, DC. Program included travel to NY and Geneva, Switzerland.

Work Experience

- March 2018 – Present Director of Administration for The People Concern, Los Angeles, CA. Promoted to oversee the contract management for the \$70 million agency. Additional responsibilities include oversight of property management for client Shared Housing for formerly homeless men and women, management of construction projects and budgets, and management of day-to-day administrative tasks for the Receptionist and Administrative Assistant.
- March 2015 – March 2018 Contracts and Grants Director for The People Concern (formerly Ocean Park Community Center [OPCC]), Los Angeles, CA. Promoted to oversee the grant writing and contract management of all public and private grants/contracts. Agency budget was approximately \$50 million. Managed the calendar for all report and application deadlines.
- April 2013 – March 2015 Contracts and Grants Manager for OPCC, Santa Monica, CA. Promoted to oversee the Grant Writer position. Managed the programmatic and financial compliance for all public government contracts and private foundation grants. Was responsible for fundraising \$1.5 million in private grants for the Development Department. Managed the calendar for all reporting deadlines.
- Feb 2009 – April 2013 Grant Writer for OPCC, Santa Monica, CA. Oversaw entire grant writing process, which included finding new funding sources, writing applications, and submitting reports. Was a member of the Development Team and worked on ad hoc fundraising activities, such as mailers and events.
- Dec 2006 – Feb 2009 Development Manager for Mercy House Transitional Living Centers, Inc., Santa Ana, CA. Oversaw entire grant writing process, which included finding new funding sources, writing grants, monitoring the grant (if funded), and submitting follow-up reports. Supervised two Development Associates. Planned, initiated, and executed annual fundraising events (i.e., Golf Tournament and Spring Benefit Dinner) in addition to smaller development activities.

December 2004 -Dec 2006
Transitional Living Centers,

Grant Manager/Program Evaluator for Mercy House

Inc. Santa Ana, CA. Was responsible for writing grants for public government funds, as well as private foundations, to cover the costs associated with running the non-profit. Researched for new funding sources, as well as maintained relationships with current donors and maintained the database of grants and funding sources.

the effectiveness Additionally, worked to create tools that can internally measure of Mercy House programs.

August 03 – August 04 Case Associate for Genesis (a domestic violence shelter), sponsored by the Jewish Board of Family and Children's Services through AVODAH: the Jewish Service Corps. Responsibilities included handling crisis management and information calls via 24-hour hotline, facilitating weekly homework tutoring sessions for school-age children, organizing and distributing clothing and household donations to clients in need, providing case management for three families, helping clients with medical appointments and records, assisting in the nursery, and creating welcome and orientation packets for new clients. Participated in one-year program, AVODAH, through the Jewish Service Corps (Americorps), which provided placement at Genesis. The program integrates work for social change, theme-related learning (e.g., racism, homelessness, family, globalization, etc.), and community building. AVODAH provides an opportunity to live out and deepen commitments to social change through a year of work in low-income communities in New York City. AVODAH changes the lives of people in poverty by joining with them to improve their neighborhoods and their access to opportunity.

January 2003 – May 2003 Intern for Brewster Center for Domestic Violence, Tucson, AZ. Worked in a women and children's shelter as a crisis advocate and provided counseling services, as well as handling calls via the 24-hour crisis line. Performed policy tracking and learned of current policies affecting victims of domestic violence and campaigned for or against the legislation through letter writing.

Summer 2001 Intern for Hadassah, Washington, D.C., through Summer Institute of International Humanitarian Action (George Mason University) Worked for Director of Hadassah Washington Action Office. Attended senate hearings, seminars, and other governmental meetings regarding humanitarian action and provided written summaries on each one. Provided general office support including answering telephones, sending faxes, and doing research.

Extra Curricular Activities

2007 – Present Jewish Big Brothers Big Sisters – "Big sister" to two teenage girls. Meet with them on a monthly basis to provide support and plan activities for us to participate in.

2010 – 2014 Toastmasters International – Advanced Communicator Bronze Level
Participated in twice monthly meetings where speeches were prepared and critiqued amongst peers.

2012 – 2013 PicoEgal Gabbai – Helped organize weekly services and events for the local Jewish community.

Professional references available upon request.

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Which Boards would you like to apply for?

None Selected

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.

Mark Thomas

First Name

Lloyd

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:

22

Primary Phone

Alternate Phone

Self

Employer

Design Consultant

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.

5

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.

Ø

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).

Ø

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:

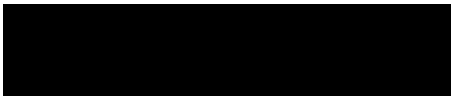
Community Service (List commissions, boards, committees and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight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

I volunteer my time as stage manager for The Tribe Band. 50 + musicians and volunteers who participate in fund raising via music concerts. 100% of the money raised go directly to sponsored charities.

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:

I am an associate designer for Slayman Design Associates Inc. in Laguna Beach. 949-715-4115 I am also an independent design consultant (LLC) providing drafting and renderings for construction and design industry.

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?

Participate in finding ways to provide temporary housing, resources and medical care for homeless population in Culver City.

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

I want to advocate and encourage city, state and fed to provide substantial increase in funding for services needed to reintegrate as many people as possible back into productive society and take pride in themselves.

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 only a willingness not to shrug my shoulders and say, "There is nothing I can do". Or, "It's someone else's problem".

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

I will listen and consider issues. I will participate in the best way possible to achieve the best results. There's a solution for every problem if you deliberate on it enough.

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.

Ø

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?

Whatever is recommended to me by the commission.

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 currently president of the Lakeside Villas Board of Directors. I've recently been re elected for another two year term.

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

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☒ Website/Email

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OBJECTIVE

- Effectively communicating your design intent to fabricators, contractors to assure a compliant product that meets your project design needs and specifications.

SERVICES

- Comprehensive scaled CAD drawings or full scale templates.
- Hand sketched and computer renderings for client presentations.
- Technical coordination in the shop, office and jobsite.
- Strong commitment to your team by contributing ideas and solutions.

SKILLS

- Strong communications and presentations.
- Creative problem solving.
- Project management experience and jobsite coordination.
- Adherence to construction building codes, industrial trade standards and practices.
- Experienced and proficient with:
 - Ashlar-Vellum Graphite 2D and 3D modeling software
 - Sketch up
 - Adobe PS AL
 - Word/Excel
 - Mac and PC literate.

EXPERIENCE

Associate Designer/draftsman

October 1999 to present **Slayman Design Associates Inc.** An Interior design firm and **Slayman Cinema** a custom home cinema design firm in Laguna Beach, CA

I've been working for SDA as a design associate for over twenty years. My responsibilities are to define the "scope of work" and produce complete project plans and specifications for bidding and general construction. I provide:

- Scaled floor plans and room elevations.
- Reflected ceiling and lighting plans.
- FF&E schedules.
- Custom furniture, built in cabinetry and millwork detailed drawings as well as manufacturing coordination.

Chief draftsman and technical coordinator

March 1989 to September 1999 **Philip Sicola Designs**

Draftsman, job captain 1986-88 Medici Marble and Granite.

Client list: From 1998 through 2020

Potomac Valley Builders/ Misc. Custom cabinetry.

Dan Ford Custom homes/Custom cabinetry

Silver Strand Cabinets/Custom cabinetry

Gary Schultz Custom Cabinetry/ Various custom cabinetry projects

Sarah Barnard Interior Design/ Morely Residence, Master Bath, MBR fireplace

David & Suzie Schulman Residence/Kitchen cabinetry

Judith A Lance Interiors/ private residence @ The Californian, Kitchen

Jay & Janet Cohen Residence/ Office cabinetry

EMTEX Construction/ 130 Monarch Bay, custom cabinetry

Trishine Harris Residence/ Garage conversion.

11th St. Workshop/ Modelland set construction shop drawings

Stoner Wars Game Show/ Set design.

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Heidi

First Name

Creve

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:

Culver City

Primary Phone

Alternate Phone

None

Employer

Retired

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.

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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Have you ever worked for the City of Culver City?

☐ Yes ☒ No

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☐ 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:

Former Corresponding Secretary, Culver City Democratic Club; Former Temple Akiba Choir member, 22 years; Currently participating in Intergenerational Project through Culver City Senior Center

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:

CV Uploaded.

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

CV Uploaded.



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?

I believe the role of the Committee on Homelessness is to pursue justice for people in Culver City who are homeless. As all human beings, they deserve access to safe housing, and excellent and safe mental health services. Hopefully, this would give them the opportunity to live a meaningful life and for peace.

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

I have the ability to reach out to homeless people with kindness, respect, and hope. I speak fluent Spanish. I have always loved the following poem, written by Fania Kruger of the Texas Society of Poets and friend of my family growing up: In Thine Image What color is Thy face, Lord, Black as mine? When I tum from black to brown, From brown to yellow, From yellow to white, Wilt Thou change, too, Lord? Art Thou a black God? Or art Thou a brown God? · Art Thou a yellow God? Or art Thou a red God? When the sun softens into the moon, When the moon glimmers into the sun, When the day darkens into the night, When the night wakens into the day, Dost Thou change, too, Lord? What color is Thy face? Black as mine? in Thine own image Thou hast made me, Lord.

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)?

Kindly see attached CV. Also, I have volunteered as a Big Sister to a bilingual 5th grader at Braddock Drive Elementary School and Gifted Magnet.

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

In addition to establishing safe housing and using consulting services already established, such as the LA County Department of Mental Health, Airport Marina Counseling Service, and Didi Hirsch Mental Health Services, I envision the following. ESTABLISHING CULVER CITY COMMUNITY MENTAL HEALTH CENTERS - HELPING PEOPLE AND GIVING THEM HOPE One of the ways we can reach out to people among us who are suffering from mental illness is to provide them access to community mental health centers. These would be caring centers where they can share what's on their minds with others in group settings and get help. The groups would be led by honest, caring, knowledgeable, and wise and insightful psychologists, as well as psychiatrists who are also there to support them with medication. Social workers should be employed as well, to connect participants to other resources they need, such as Section 8 housing. The centers should also provide wise, caring, knowledgeable nurses to work alongside the psychiatrists. Dietitians are also important in this setting. Centers would offer opportunities to enjoy art therapy, dance therapy, pet therapy, poetry, and singing together. Interested volunteers and others could help establish the community mental health center or centers. They could also help find safe, legal ways to reach out to Culver City people needing this resource, to let them know about the center(s) and encourage them to participate in them. There are a number of excellent already established community mental health centers that we could consult to learn more about.

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?

14 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.)

Pastels, home decorating, and flower arranging are among my hobbies. Once my pastels were displayed with art by other seniors in the Los Angeles City Hall Art Gallery lobby. I learned pastels at the Culver City Senior Center.

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.

Outreach Question

Question applies to multiple boards

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

Thank You

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

HEIDI DUKEN CREVE



EDUCATION: **M.L.S.** June 1990
University of California, Los Angeles

B.A. Hebrew/Spanish
The University of Texas at Austin, 1972

La Sorbonne Nouvelle III and L'Institut Catholique
de Paris, France, 1972-1973

Hebrew University of Jerusalem, Israel, 1970-1971

University of the Americas, Mexico City and La
Universidad Nacional Autonoma de Mexico, 1969-1970

EXPERIENCE: Librarian I 7/90 - 4/91
Carson Regional Library
151 E. Carson Street
Carson, California 90745

*Responsible for reference service, interlibrary and
intrasystem loans, collection development and
maintenance of the pamphlet files and information
and referral files, and the Spanish collection.
Led the Carson Library employee training for the
new automated county-wide circulation system.
Presented bilingual story time and bilingual
library tours.

Student Intern 9/89 - 6/90
College Library
University of California, Los Angeles

*Performed reference interviews. Instructed patrons
in the use of library resources, including online
catalogs and CD-ROM indexes. Led bibliographic
instruction sessions for freshmen. Administered
library skills survey to 300 freshmen, in order to
evaluate the effectiveness of College Library's
bibliographic instruction program.

Library Assistant 3/88 - 7/88
Biomedical Library

Learning Resources Division
University of California, Los Angeles

*Provided general LRD user assistance, including computer assisted instruction. Maintained various databases and usage statistics spreadsheets. Performed preventive maintenance on all equipment.

OTHER RELEVANT

JOB EXPERIENCE: Editor 7/78 - 11/79
National Information Center for Special
Education Materials (NICSEM)
University of Southern California
Los Angeles, California

*Researched publishers catalogs and wrote abstracts about special education materials for use by teachers of special education.

SKILLS: Completed ten hours online searching of DIALOG, BRS, and WILSONLINE as requirement for class. Experienced in IBM PC business software packages.

LANGUAGES: Fluent in Spanish, French, and Hebrew. Three quarters Russian at UCLA.

AWARDS: Beta Phi Mu Mini-Grant to partially fund specialization paper: "Measuring the Effectiveness of the English 3 Bibliographic Instruction Program at UCLA College Library, Utilizing Pre and Post-Tests"

MEMBERSHIPS: American Library Association
American Society for Information Science
Association of Jewish Libraries

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 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?

None Selected

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.

Sapna

First Name

Shah

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:

7 years

Primary Phone

Alternate Phone

Self-Employed

Employer

Consultant

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.

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:

2019: Member of inaugural Leadership Culver City class (Culver City) 2020: Board Member, Los Angeles Educational Partnership (Los Angeles) 2020: Participant, Leadership Culver City MasterClass (Culver City) 2021: Board Member, West LA College Foundation (Culver City)

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 CV

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 CV



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?

The Committee on Homelessness advises City Council and Staff on potential short and long-term strategies to mitigate homelessness, review homeless services offered by contractors, recommend and improve service delivery, and act as a voice of the public while collaborating with the appropriate stakeholders.

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

My goal in serving on a commission is to be as impactful as possible towards a topic that is complex. Based on learnings from Leadership Culver City and other sources, the issue of homelessness is clearly complex and involves a breadth of stakeholders that must coordinate and collaborate, including policy makers, funders, developers, social service workers, home owners and local citizens. My past experience includes working across silos to develop solutions to complex problems. I enjoy understanding complex issues deeply and doing the hard work to execute solutions.

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 that making progress towards some of society's larger challenges requires working across multiple groups and understanding various functional areas. My work experience has been very diverse and I hope it reflects my ability and willingness to 1) understand complex issues; 2) work across multiple functional areas; and 3) be in service to the broader community and those in need. 1) Understand Complex Issues: I have worked hard to gain a multi-disciplinary understanding of issues. When I pursued an MBA, I majored in three areas - finance, marketing & entrepreneurial management. When I joined the asset management industry, I pursued additional certifications (i.e., CFA & CAIA in addition to Series examinations). I transitioned to a role working on Sustainability and Corporate Responsibility topics in the last four years, when entailed gaining a deep understanding of complex societal issues, including those related to diversity, philanthropy and environment. 2) Work Across Multiple Functional Areas: My private sector work experience includes equity research, microfinance, corporate development, institutional sales, product development, human resources, philanthropy and corporate responsibility. The Leadership Culver City program provided me valuable perspective on the importance of public, private and non-profit collaboration and engagement to solve complex challenges. Importantly, these experiences allowed me to learn a great deal and engage with a wide assortment of people with unique skills and perspectives. 3) Be in Service to Those in Need: I care deeply about my community and have consistently tried to volunteer time to organizations and people that advance social and environmental justice. Most recently has Executive Director of the PIMCO Foundation, I gained a unique perspective on fundraising. As a Board member for two local NGOs, I have become more familiar with challenges involved in servicing local community members.

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

I think at a basic level, the most important qualities for members of any team are to be prepared, responsive and collaborative. I believe in doing the core work, even if it is not glamorous, well. Beyond that, I believe I can be most helpful by staying well-informed (i.e., taking the time to understand existing resources to combat homelessness, reading the most updated reports and statistics), understanding where I can add the most value on the commission and take responsibility / accountability for that role, spread information on the efforts of Culver City to address homelessness, and be a resource to the community and City Council by deeply understanding relevant topics and addressing concerns.

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.

While I was not able to attend the meetings on 1/21 and 2/9, I have reviewed the agenda and meeting minutes. Furthermore, Khin Khin Gyi, current member of the Committee on Homelessness invited her Leadership Culver City classmates to a talk on Affordable Housing & Homelessness by UC Berkeley students, which I attended on 1/27. Beyond that, a Leadership Culver City course on 12/3/20 gave me the opportunity to hear from Tom Safran, a renown developer of affordable housing, and Rowena Magana, Principal Analyst in the County's Homeless Initiative Office.

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 should be able to commit at least 8 hours a month to reviewing materials in preparation for attendance at meetings.

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.)

My goal is to be impactful in any role I take on and contribute positively to those around me on a personal and professional level. I would very much welcome the opportunity to learn and contribute towards progress on behalf of those that are homeless as well as our local community members.

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

Question applies to multiple boards

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) *

☒ Other

Supplemental Questions

Thank You

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

BUSINESS BUILDER AND EXECUTIVE STRATEGIST

Strategy & Planning | People & Culture | Client Experience | Operational & Project Leader

Proven global business builder and transformation leader with a track record of tackling complex initiatives involving significant collaboration across client management, product management, human resources, communications and operations stakeholders. Authentic leader, team builder, and talent developer.

Key Results

- **Developed firm-wide Corporate Responsibility (CR) strategy**, including key-performance indicators and execution plan related to inclusion & diversity, philanthropy, volunteerism and environmental efforts.
- **Partnered with executive and business leadership** to identify critical environmental, social and governance issues that could impact the company's business performance.
- **Spearheaded efforts related to retention and growth of corporate cash business** by partnering closely with client events, business development, marketing and industry partners, resulting in an 8-fold increase to ~\$39 billion in corporate cash assets under management.

PIMCO

2007 - 2020

PIMCO is a global investment management firm that manages assets for central banks, sovereign wealth funds, pension funds, corporations, foundations and endowments and individual investors.

PIMCO EXECUTIVE OFFICE, EXECUTIVE VICE PRESIDENT

Newport Beach, CA, 2016 - 2020

Head of Corporate Responsibility, July 2018 - Sept 2020 • ***Executive Director, PIMCO Foundation***, Mar 2019 - Sept 2020 • ***Head of Talent Development (Interim)***, Dec 2017 - Feb 2018; ***Head of IDC*** Oct 2016 - Sept 2020

Corporate Responsibility (CR)

- Initiated and executed upon global plan to re-articulate organizational values, helping to shape firm culture.
- Led bi-annual firm-wide employee engagement surveys to inform strategy for CR as well as global business groups and partnered with business teams to leverage insights for their teams.
- Served as spokesperson and support all client, industry and regulatory requests related to CR.

Inclusion, Diversity & Culture (IDC)

- Created and implemented comprehensive long-term IDC strategy and KPIs, resulting in 65% global IDC engagement rate within one year and 79% engagement rate within 3 years.
- Partnered closely with Talent Acquisition, Talent Development, Benefits & Compensation teams to integrate IDC concepts into critical firm-wide policies and processes, including recruiting event nodes, employee and manager training, new hire orientation, parental leave management, flexible work arrangements, promotion considerations and pay gap analysis.
- Empowered global Employee Resource Groups (ERGs) and Business Heads to create accountability around IDC objectives and better engage with clients on IDC topics of mutual interest via client events, conference participation and one-on-one meetings.

Talent Development

- Researched multiple performance management and onboarding platforms, selected vendor and executed first global respectful workplace training with 100% participation and led firmwide manager development survey.

Philanthropic & Volunteer Engagement

- Maintained broad oversight of day-to-day Foundation activities, including partnership with Foundation Board to develop strategic focus areas, oversight of ~\$100mm corpus, ~\$5mm annual disbursements, regional foundation activities across global offices and management of internal and external communications.
- Focused philanthropic, volunteer engagement and advocacy strategies around hunger and gender equality, expanded programming to global offices, and increased volunteer and donor engagement.

Environmental, Social, Governance (ESG) Integration & Sustainability

- Coordinated with ESG investment team to foster cohesiveness across our efforts, consistent with industry best practices, aligned with our commitment to the UN Global Compact.
- Collaborated with teams across the firm to integrate ESG objectives into firm-wide processes, including initiatives related to tracking our carbon footprint and enhancing internal policies.

PIMCO CLIENT MANAGEMENT, ACCOUNT MANAGER

Newport Beach, CA, 2007 - 2016

- Oversight of ~\$39B U.S. corporate cash investment pool and lead account manager for significant corporate relationships, spanning defined contribution, defined benefit, captive insurance and cash assets.
- Mitigated risk and enabled servicing efficiencies by initiating a relationship with a third-party investment and accounting entity to reduce dependence on manual processes and created a detailed operating manual to foster best-in-class servicing and leverage time and resources of the broader client servicing team.
- Serviced and grew large client relationships across multiple investment pools, by partnering with multiple groups across the firm to create an exceptional client experience and customized solutions.
- Prepared and presented formal presentations to client boards, investment committees and investment staff focused on portfolio performance, asset allocation solutions, market analysis and economic outlook.
- Led and co-developed a four-day portfolio management simulation for a diverse group of global institutional clients designed to educate them on various fixed income and derivative instruments.

SKS MICROFINANCE, FINANCE ASSOCIATE

Hyderabad, India, 2003 - 2004

- Partnered with the finance team to negotiate loan terms with local bankers, manage business relationships, and restructure the organization from an NGO to non-banking financial company.

SONY PICTURES ENTERTAINMENT, CORPORATE DEVELOPMENT ANALYST

Los Angeles, CA, 2005 - 2005

- Authored global video-on-demand market assessment for use in the development of long-term global strategy and created model assessing economics and pricing of the mobile voice tones business

JP MORGAN FLEMING ASSET MANAGEMENT, RESEARCH ASSISTANT

New York City, NY, 2000 - 2003

- Created and managed earnings models and engaged with management and sell-side analysts to stay up-to-date on companies under coverage and offered investment recommendations to analysts and portfolio managers,

EDUCATION & AFFILIATIONS: The Wharton School, University of Pennsylvania; MBA 2007 • University of Chicago, B.A. Economics, Phi Beta Kappa; 2000 • University of Texas, B.A. Honors Business; 1996-1997 • Certification, Chartered Financial Analyst (CFA) Charterholder ('03); Chartered Alternative Investment Analyst (CAIA) Charterholder ('12); Series 7, 66 & 3, Los Angeles Education Partnership (LAEP), Board Member • West LA College Foundation, Board Member • Leadership Culver City, Inaugural Class

Application Form

Profile

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Important Information

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

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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.

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?

None Selected

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.

Parks and Recreation Homelessness

Khary

First Name

Cuffe

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

SoLo Funds

Employer

VP of Business Development

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.

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).

Selena Cuffe, Husband

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:

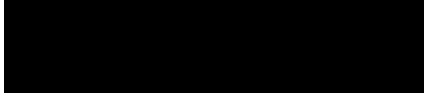
Industrial Development Agency Board of Directors for New York City. (2018 -2020) Build NYC Board of Director (City of New York) appointed by Mayor. (2018-2020)

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:

VP of Business Development - SoLo Funds. - February 2020 - Present Associate Director - USC Marshall School of Business - July 2019 - September 2020 Adjunct Professor - Loyola Marymount University - Jan 2019 - Present Chief Operating Officer - Heritage Link Brands - Jan 2016 - December 2018

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

Harvard Business School - MBA 2004 - 2007 Harvard Kennedy School of Government MPP 2004 - 2007 Wesleyan University BA 1996 - 2000



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?

The primary role of the Committee on Homelessness is to Improving the Quality of Life in Culver City. How this is manifested is as follows: Advise City Council and Staff on Strategies and Best Practices to Decrease Homelessness in the city. Moreover, the primary role is to also review and evaluate the current homeless services provided by independent contractors and recommend ways to Improve our current service. Finally, the primary role of the body is to be a voice for the members of the Culver City community. The primary role of the Committee on Parks and Recreation is to advise the City Council and City Manager on matters pertaining to public recreation, parks, recreation/community center facilities, open space programs, where such programs are located in parks and open space, playgrounds, and music and entertainment as may from time to time be performed in the City's parks. The way this is evidenced is through assisting staff to review the requirements of the City for facilities relating to the functions of the parks and making recommendations related to the adoption and updating of City master plans relating to parks, recreation, and open space. Moreover, recommending and supporting policies relating to various community service programs for youth, teens, seniors, and people with special needs and balancing the budget and financial expectations in regards to issues and concerns around the parks and recreation areas.

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

I love living in Culver City. Since moving here 3 years ago I have fallen in love with the community and its constituents. I want to help Culver City keep its charm, while helping it adapt and change to the needs of the community. Having lived here for three years I have seen areas where I believe my background in finance, marketing and education can be effective in serving the community. Those specific areas are Homelessness and Parks and Recreation. I believe those two areas are of great importance of the community and go hand and hand. To begin with the appointment for the committee on Homelessness, there is a broader city and county homeless problem that plagues the community. That issue also effects the Parks and other local places. In the three years of living in the community I haven't seen effective solutions to solving this crisis. Now, with COVID we can forecast this problem becoming dire in the future. I want to help the city tackle this problem. Leveraging my skills and energy I believe I will be a valued asset to the overall committee. Further, my previous experience sitting on similar boards in New York City enables me to share best in class solutions to this problem. In terms of seeking an appointment to the parks and recreation committee, I love the outdoors and I love the parks and recreation areas that Culver City affords its citizens. I want to help make it even more accessible to our community. I believe our parks and recreation centers are one of the main assets of the community and should be showcased and taken care of. My hope is to leverage my skills in budgeting, finance, and management to assist the city manager and council on how to build upon what has been so greatly cared for thus far.

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 experiences on similar boards in New York City coupled with my academic experiences and my work experiences qualify me for an appointment. When I lived in New York City I sat on two preeminent boards, the IDA board and Build NYC boards, respectively. These boards were responsible for major economic development to the city. All of the board members were appointed by the Mayor and/or city council. Here I was able to learn how to conduct board meetings, engage with the community and make decisions regarding budget, finance, and/or future projects that effected the city. I believe these skills are directly transferrable for this role. Moreover, my work experiences in academia on the graduate level gives me perspective on working with various committees and being a leader on these committees. In my role as both an administrator and professor I am responsible to several stake holders managing relationships and delivering recommendations based on data and research. I believe I can bring this skill to the committees I serve on as well. Finally, my education in Public Administration gives me strong qualifications for this role. I have been trained and educated as a Public Administrator. I have learned best practices and management skills that I will bring to one of these committees if selected.

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

I envision fulfilling the objectives and/or goals of the bodies by: 1) maintaining strong relationships with the other committee members. 2) Building relationships with the City Council. 3) Understanding the needs of the community in regards to the committee I represent. 4) Seeking to assist the staff and/or council in anyway I can be that volunteering or acting as a voice both inside and outside of meeting settings.

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 attended at least 10 meetings over the last two years for parks and recreation and homelessness. I generally would attend one meeting a month. With COVID my attendance was limited, but I would attend virtually as well.

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 can commit as much time is needed on a monthly basis to reviewing materials in preparation for attendance at meetings. My schedule is flexible so I can adequately prepare for the committee meetings.

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.)

na

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.

Outreach Question

Question applies to multiple boards

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) *

☒ Word of Mouth

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 watched at least 3 meetings over the last year and prior to COVID would attend one meeting every quarter. My impression of the meetings were that some were very efficiently run, others were not. Similarly, I recall some people being very engaged while others, depending on the committee were not. If I could change anything, I would make preparation for attending the meeting for the outside public mandatory, such that they have good command of the issues and can add value to the discussion.

Question applies to Parks, Recreation and Community Services Commission

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

I have partnered with other recreation facilities in the City of LA on organizing after school programs and as a volunteer sports coach. Specifically, I have volunteered at Baldwin Hills Recreation Center and Rogers Park. Through those experiences I have developed perspective for how parks and recreation work on a local level. I believe I can bring those experiences at a local level to the PRCS Commission. Specifically, how do the policies that we sign off on execute on a local level.

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?

I love the outdoors. I love the recreation centers and the sense of community it allows for families and children. Being able to take my children for hikes at the park or bike rides gives us life long memories. I believe that the PRCS is one of the few committees where the policies that we implement have immediate affect on families. I want to ensure that the policies we put in place have the desired effects it is supposed to.

Thank You

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

BRAND STRATEGIST | GENERAL MANAGER | TURNAROUND SPECIALIST

Leveraging deep Consumer Insight & Expertise to drive profit

Global Brand Specialist with strong cross functional experiences that lead to significant value creation. Versatile executive who capitalizes on data/analytics and intuition to unlock consumer/customer insights. Classically trained in finance and brand management, yet possessing an appropriate skepticism of the status quo, creates incremental value for brands/businesses. Known for pioneering new ways to deliver results, reversing poor performing businesses. Builds effective business partnerships that generate positive outcomes for all parties. Trusted to get critical tasks done excellently.

General Management | Brand Marketing | Innovation | Consumer Expertise | Quantitative Analytics
Business Alliances | Financial Return | Turnarounds | Team Building

EDUCATION

HARVARD BUSINESS SCHOOL, MBA 2004-2007

Cambridge, MA

SCHOOL OF GOVERNMENT, MPA 2004-2007

MA

WESLEYAN UNIVERSITY, BA 1996 - 2000

Middletown, CT

HARVARD KENNEDY

Cambridge,

PROFESSIONAL EXPERIENCE

SOLO FUNDS, Los Angeles, CA

February 2020 - Present

Head of Strategy / Business Development. Responsible for business strategy and business development, marketing, customer relationship management, capital raising, and deal structuring for a start-up Fintech company. (www.solofunds.com)

- Delivered Series A fundraising round of a \$6.0MM for the company.
- Led a team in the growth of the business from a \$17K in sales in start-up to \$1.5MM in annual sales by year 2.
- Brokered and negotiated partnerships with Essence, Visa, and Kiva for offline and online distribution.
- Developed marketing and sales strategy including, but not limited to: Website, User outreach, Brand Voice and POV Penetration, Amplification, Influencers, and Execution.
- Managed digital marketing team, including: SEO, SEM, and social media strategy.

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA

January

2019 - Present Adjunct Professor of Business, Economics, and International Entrepreneurship.

Responsible for teaching MBA/Graduate students Strategy, Entrepreneurship, and Marketing. Taught three terms of international students and graduate MBA level students.

- Served as the liaison between the university, its students and alumni, and potential employers.
- Advised representatives of employers to assist in the effective use of career services' efforts.
- Provide career advising to students and alumni regarding the job-search process, and all areas of career planning.

HERITAGE LINK BRANDS, New York, NY

April 2015 - January

2019

Chief Operating Officer. Provide day-to-day leadership over operations, brand, and financial strategy for a family owned wine and spirits business.

- Responsible for all aspects of P&L management, sales, marketing, operations, partnerships, and employee morale.
- Grew the business from a \$30,000 investment to a \$4MM topline sales and \$350K in profit.

-
- Work with the largest wine and spirits distributors in the country. Have over 10 Top 100 customers.
 - Manage a team of 4. Responsible for developing financial controls, human capital process, and inventory management.
 - Developed an operational, marketing, and business strategy for 7 brands
 - a. Developed team equity, branding, and logo.

L'OREAL USA, New York, NY

January

2012 - March 2015

Sr. Director of Marketing - Multicultural Division

Led the turnaround of an underperforming multi-ethnic consumer division. Developed and executed the 360-degree integrated marketing strategy, plan and execution of commercial and product innovation for the business. Led new skincare category innovation for Men's category. Created 4 line extensions and led the turnaround of the "Target Retailer" customer team focused on ethnic brands. 4 Direct reports

- Launched and led fastest growing Natural brand in the ethnic category. Evolved go-to-market strategy, including media RFP, digital ramp up, creation of in-house social team, video/social content strategy and influencer strategy. Incremental **\$30MM** Net Sales to the Ethnic portfolio.
- Oversaw all advertising development and production, including TV, print, digital, OOH, and radio. Winner of **2014 Effie Award** for Au Naturelle launch and advertising. Led 9 agency partnerships, including onboarding 3 new agencies, and implementation of partnerships. Executed marketing strategy including implementation of local market strategy
- Developed and marketed SoftSheen-Carson Men's skincare and haircare portfolio, representing 20% of total portfolio value. Created promotional and advertising strategy and oversaw execution of advertising and promotion activities; resulting in over **800K** Facebook fans in 4 months, **100MM** media impressions, and **75K** Twitter followers. Wrote, developed, and executed marketing plans, which resulted in increased Shipments, Sales, and ROI.
- Led digital marketing and social media strategy, increasing brand social engagement to 2nd in category in 1 year.

PROCTER & GAMBLE, CINCINNATI, OH

May 2007 -

January 2012

Brand Management, Old Spice

Led development, global expansion, and execution of the commercial and product innovation for P&G's fastest growing Male brand Old Spice from 2010 - 2012. Managed the marketing P&L and led all go-to-market initiatives as well as building sports alliances for the brand.

- Oversaw global multi-functional team of over 15; including two direct reports. Managed **\$50MM** budget.
- Managed relationships and led contract negotiations with USA Olympics Committee (IOC) and NFL.
- Globally led strategy and execution for 2012 Olympic program; delivered **\$30M** in sales and **\$10M NPV**.
- Executed "Smell Like a Man Campaign", resulting in **25%** increase in merchandising and display volume in Wal-Mart and Target, with over 16M YouTube views **globally. #1 YOUTUBE VIDEO**

PROCTER & GAMBLE , Brand Management, Pampers Brand

Responsible for a multi-functional team in creation and development of innovation required to drive the brand's future growth. Led commercial strategy and product initiative development. Responsible for the day-to-day operations of the brand. Managed \$140MM marketing budget, **delivered \$2.5B** in sales in North America, grew the baby category by 5% to \$10B.

OTHER WORK EXPERIENCE INCLUDE:

MANSCAPRED - Strategic Consultant, Brand Builder and Business Strategist (January 2019 - Present)
UBS INVESTMENT BANK CORPORATE FINANCE (Mergers & Acquisition), Associate (2002-2004)
PRUDENTIAL FINANCIAL (Prudential Capital Group) Investment Analyst, (2000 - 2002)



BOARD MEMBERSHIPS

NEW YORK CITY INDUSTRIAL DEVELOPMENT AGENCY (2018- Present)

New York, NY

BEDFORD STUYVESANT YMCA BOARD MEMBER (2016- Present)

Brooklyn, NY

LISNR BOARD ADVISOR (2012 - Present)

Cincinnati, OH

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 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?

None Selected

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.

Committee on Homelessness only

Bubba

First Name

Fish

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:

3.5

Primary Phone

Alternate Phone

ViacomCBS

Employer

Senior Product Manager, Ad Experience

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.

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:

Bike Culver City - on the steering committee of this LACBC (Los Angeles County Bicycle Coalition) chapter working towards safer, more equitable streets in Culver City including improve transit and cycling infrastructure. Streets for All - on the steering committee of this political action committee working for transportation equity throughout LA County

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. one item not listed is my newest role which I started in December as Senior PM of the Ad Experience at PlutoTV (subsidiary of ViacomCBS)



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?

I seek appointment to the Committee on Homelessness which is responsible for delivers recommendations to Council on how best to address the growing crisis of homelessness. This involves compiling research, gathering input from council members and other community stakeholders, and presenting recommendations as a committee for council to consider agendizing. The committee is also responsible for conducting the annual homeless count of which I was a participant in 2019 and for suggesting ways to allocate budgets set aside for housing and homelessness projects.

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

I want to be a part of the solution to one of the biggest crises our city is facing right now. I understand this role will involve gathering research, sifting through large amounts of documentation, working with various departments of city government, gathering input from the community, and working with my fellow committee members to come to a consensus and deliver recommendations to Council. In my career as a Sr Product Manger and a member of the steering committees of Bike Culver City and Streets for All, I work every day to gather consensus from a large swath of diverse stakeholders and harness the talents of a large group of people to solve complex problems. I am organized, detail-oriented, and a natural collaborator and believe I would be a great fit for this body.

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)?

For years, i have been an outspoken advocate on behalf of our most vulnerable neighbors. I have served on the steering committees of Bike Culver City and Streets for All, both organizations fighting for transportation equity in Culver City and LA County. I was a participant in the 2019 Homeless count which opened my eyes to the degree of suffering in my own backyard. I was a participant of the Move Culver City working groups advocating for transit-dependent and car-free community members. As the steering committee member in charge of all marketing efforts at Bike Culver City, I also participated and helped spread the word about the Neighbors Helping Neighbors Food Drive, created the #bikesmeanbusiness campaign supporting Black owned businesses in Culver City, and helped get the word out about phasing out oil drilling in Culver City.

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

A housing-first approach is the only proven way to help get people off the streets for good. Homelessness is a downward cycle. It's shockingly expensive to be unhoused and therefore difficult to escape. Not being able to store food or belongings securely means having to buy lots of single use items, and rebuying when belongings are taken in an encampment "sweep" or when theft occurs. It is also much more expensive as a city to provide services for unhoused individuals than it is to pay the rent to house them. We need to expand on the work that has already begun in this committee to create permanent supportive housing projects which allow our unhoused populations to stay as long as they need.

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 attended my first meeting this week. The planning of the homeless count with city staff was discussed as was the allocation of Measure H funds and 2021-2022 housing budget funds. A proposal to council planned for next week which includes policies regarding ADUs, safe parking, community outreach and engagement, permanent supportive housing. It was illuminating that unhoused services cost cities \$50,000+ per unhoused individuals but less than half the cost, only \$20,000 to house them outright. I appreciate the passion and urgency with which the committee is addressing this pressing issue.

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 can at a minimum commit 10-12 hours per month but am open to committing more based on the needs of a particular project.

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 a passionate advocate for the most vulnerable members of our community, and I look forward to serving my City in this role.

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

Question applies to multiple boards

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☒ Word of Mouth

Supplemental Questions

Thank You

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

EXPERIENCE

TV Time - Product Manager, Growth

2018 - now

- Led year-long project to redesign, rebuild Android and iOS apps with 2M MAUs from scratch.
- Led 6-month project to incorporate movies, spearheading user research, testing, redesign of mobile apps.
- Led design, development, launch of over 100 in-app A/B tests for mobile apps.
- Collaborated with data science teams to create internal and external reporting metrics, dashboards.
- Designed and implemented tests increasing our north star metric, users who track an episode, by 20%.
- Designed and implemented tests increasing users who complete onboarding by 15%, overall engagement per user by 50%.
- Designed and implemented test reducing negative google play store reviews by 36%.
- Researched new growth ideas using surveys, live user testing sessions, heat maps.
- Prioritized, tested, implemented growth ideas from team members across organization.
- Conducted weekly meetings with growth team and key stakeholders to define priorities.

TV Time - Product Manager

2017 - 2018

- Spearheaded translation of Android and iOS mobile apps in 5 new languages.
- Managed daily workflow for team of 8 developers and 3 UX designers.
- Created product roadmaps and weekly updates to keep larger organization and stakeholders informed.
- Interfaced with engineering team to further define specs and scope each new user story.
- Led transition of engineering team into a sprint structure from Kanban.
- Collaborated with UX designers to create first iteration of B2B analytics product, [TVLytics](#).

420TV - Product Manager

2017

- Led engineering team to build mobile and web experience for OwnZones' new AVOD channel.
- Developed product roadmap, site map, user personas, feature sets to keep teams and stakeholders aligned.
- Conducted market research, created user stories and functional requirements for mobile and web products.

Showgo: Watch TV Together (App) - Founder, CEO

2015 - 2017

- Researched, designed, developed social TV mobile app called "[genius](#)" by [Entertainment Weekly's Must List](#).
- Reduced CAC from \$2.50 to \$0.20 each by conducting interviews, A/B testing, analyzing data, iterating.
- Won \$15K and 1st prize out of 231 companies at USC's [New Venture Seed Competition](#).
- Acquired 30,000 users and 4 to 5-star average ratings on [Google Play](#) and [App Store](#).
- Developed product roadmap via user interviews, surveys, and product analytics.
- Designed majority of app's UX/UI using Sketch.
- Hired influencers, built acquisition loops, designed campaigns to drive in-app engagement.
- Led team of 4 engineers, 2 QAs, 2 growth marketers, a project manager, and CTO.
- Pitched, secured \$300K in investment capital from 5 angel investors.

Rule of 3 Films (Production Company) - Founder, Lead Producer

2013-2015

- Co-founded production company specializing in commercials and branded content.
- Led company to profitability in less than 6 months.
- Produced award-winning commercials for CNN, Landry's Restaurants, Amegy Bank, other national brands.
- Managed clients, hundreds of cast and crew, and commercial budgets up to \$150K.
- Produced, edited, co-wrote horror feature film which premiered to [positive reviews](#).
- Negotiated film's [acquisition](#) for a domestic theatrical, worldwide VOD release.
- Planned film's sold-out premiere at [Slamdance Film Festival](#) (11 films of 7,000 entries chosen).
- Secured investment capital from 15 investors, managed [Kickstarter](#) campaign, exceeded goal by 54%.
- Built [website](#), spearheaded social media marketing campaign. Promoted, launched film on all major VOD platforms.

EDUCATION

Reforge, Growth Series - 6 week seminar created and taught by Brian Balfour, Andrew Chen

2019

University of Southern California - GPA: 3.7, Film & TV Production, Marketing

2009- 2013

ORGANIZATIONS

[Streets for All](#) & [Bike Culver City](#)

2019-present

Advocate on the steering committees of two nonprofits for safer, more equitable streets across L.A. County and Culver City.

INTERESTS

Video Editing, Housing & Transportation Justice Advocacy, HIV/AIDS Advocacy, Cycling, Hiking, Rock Climbing, Cooking

Application Form

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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.

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?

None Selected

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.

Sara

First Name

Wasserstrom

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:

38 years

Primary Phone

Alternate Phone

Law and Mediation Office of
Sara E. Wasserstrom--self

Employer

attorney

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.

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-except as a member of professional bar association and mediation organizations

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:

Law and Mediation Office of Sara E. Wasserstrom, self-employed family law attorney and mediator for the past 26 years in various offices within Los Angeles County.

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

BA--Psychology (UC Santa Cruz--1980) JD--University of Santa Clara Law School-1983)

[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?

Obtain information on homeless situation in Culver City and assist with researching and proposing programs and solutions to assist the homeless population within our city.

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

I am concerned about the increasing homeless problem within our community and feel that Culver City should be implementing programs to deal with these issues.

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 attorney and mediator.

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

Assisting the City Council through research and discussion.

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 meetings of this committee.

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 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.

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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By Fax: (310) 253-5830

By Email: city.clerk@culvercity.org

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Outreach Question

Question applies to multiple boards

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) *

☒ Nextdoor

Supplemental Questions

Thank You

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Application Form

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?

None Selected

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.

Emily

First Name

Dibiny

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:

19

Primary Phone

Alternate Phone

POWER

Employer

Community Health Worker

Job Title

Emily Dibiny

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 was the president of ALLEM, the booster club at El Marino language school, I was the chair of many fundraisers for the immersion language school & student exchange programs

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:

Power / non profit / community health care worker Ground Game LA / non profit / community organizer
Free Lance Voice Over Artist / member of SAG-AFTRA for 30 years

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

Associate Degree in English Literature from the University of London

[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?

Member of the Homelessness Committee

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

I want to help create a solution for our unhoused neighbors

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 been volunteering in the last 20 years for schools, community , sports team, political campaigns and now involved in a program that works with Mutual Aid and Homes Guarantee through by being a member of the non profit organization POWER(People Organized for Westside Renewal)

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

Connecting resources and sharing ideas with different organizations in Southern California to coordinate relief for the urgent housing crisis

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 attended many Culver City council meetings throughout the years , made comments about issues in our city. Attended CCUSD board meetings. I am also a member of the Democratic Club in Culver City , so I attend their meetings monthly

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?

12 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.)

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☒ Word of Mouth

Supplemental Questions

Thank You

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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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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

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

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.

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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?

None Selected

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.

Raequel K.

First Name

London

Last Name

Email Address

Street Address

Suite or Apt

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:

8 months

Primary Phone

Alternate Phone

Retired Educator

Employer

Child Development Teacher

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.

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:

Culver City Sister Cities Committee Pasadena YWCA Eye Dreams Pasadena Sister Cities Committee Clergy Women Toastmasters The Foundation of Living Beauties Cancer Support Community Pasadena City of Pasadena Education Delegate - Exploration trip to Dakar, Plateau Senegal Business & Economics Chair - Pasadena Sister Cities Committee - Dakar Plateau, Senegal Odyssey Charter School Board Member Girl Scouts - Troop 4601 Appointed A Peace Ambassador by GPPI (the Global Prosperity and Peace Initiative) in Utah as a Peacemaker in the US and Globally SBA/USC First Cohort Export/Import International Trade Training Program YWCA - Downtown Seattle

Raequel K. London

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:

Glendale Unified School District - Service from 1999 - 2015

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?

"The Culver City Committee on Homelessness is Committed to Improving the Quality of Life in Culver City as follows: Advise City Council and Staff in identifying Short and Long Term Strategies to Decrease Homelessness; Review the Homeless Services Provided by Independent Contractors and Make Recommendations to Improve" The Culver City Committee on Homelessness

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

My father experienced homelessness when I was a child growing up in Seattle Wa. My brother and I were raised by our mother. As a child, I recall as if it was yesterday. My mother would take my brother and I to the Downtown Seattle Public Library to check on our father. My Brother and I would go from floor to floor searching for our father. Looking for him to and make sure he was safe at the Seattle Downtown Public Library. I recall exactly how that felt. I believe my father dealt with deep depression at that time and did not have adequate mental health needs addressed at the time. My father was also a Navy Veteran. I will use my voice for the voiceless. We are one community and I feel it's my duty to serve. My father transitioned two years ago. I'm happy to share as an adult we were extremely close and the best of friends. He was able to pull himself out of homelessness with the support of a program that provided employment training. My father went on to secure housing with the Downtown Seattle YWCA and worked for Microsoft as a bus driver with an excellent Driving record awards received.

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 a human being who sees all of humanity as one family. As a retired Educator and advocate for children and families for over 20 years. With my knowledge, network, leadership skills, and resources. I know I can be a change agent in my community and an asset pulling from my many experiences to support and serve. Ensuring people suffering the most receive kindness, care and love. Working as a team with others, coming up with solutions that benefit our community as a whole. Every human being deserves shelter, understanding, and a second chance when life knocks any one of us down. I want to be an individual representing my City that supports people to stand strong and tall on their feet.

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

I love to read and conduct research. I envision reading overall the pertinent information and participating in all discussions focusing on the needs of our community homeless population. Putting myself in the shoes of our homeless population and asking myself first how would I want to be treated? Due to my father experiencing years of homelessness I have put those shoes on to a certain degree. I can only imagine exactly how my father felt and what he experienced. The thought alone makes me ready to roll up my sleeves and become a part of the solution standing for our community as one city, one voice that supports and uplifts everyone in our community. When an individual is experiencing homelessness we must pull together to uplift and encourage each other. African Americans makeup 8% of the LA population and represent 34% of the homeless population. I am sedulously able and ready to serve now!

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'm registered and looking forward to attending the Feb. 9th meeting at 7 pm. I missed the January meeting. I don't plan on missing another one. I signed up to receive the Culver City Newsletters emails and I'm invigorated to serve!

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?

Monthly, I will commit to the time it takes and is required to prepare for my presence and attendance at the Committee on Homelessness. I love to read, review and research. I am retired and I welcome the opportunity to review materials in preparation for attendance at meetings. Working as a team, coming well prepared, and doing what is asked of me to contribute and serve. Bringing a solution-minded voice with a kind and loving heart to the table. To support and create opportunities for health and wellness for our family members experiencing homelessness in the City of Culver City and the Greater LA area as a whole. In Gratitude - Raequel K. London

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 recall a time when I was in High School. Waiting with friends for the Metro #34 bus. Upon entering the bus I saw my father sitting with his head down. I felt reservation due to my father's homelessness and mental health well being. I kept walking past my dad with My friends and sat at the rear of the bus. I wasn't sure if my dad had seen me. An older guy, not much older than I got on the bus and was standing near where my father was sitting and he demanded my father in a loud voice "stand up and get up out of that seat". The bus was crowded. As soon as the guy demanded my dad to get up out of his seat. I immediately rushed over and told him that's my Dad and don't talk to him like that and I told the guy to leave him alone! Fortunately, the guy did just that. I am so proud of myself looking back that I did not allow my father's situation make me embarrassed or afraid to stand up for what was right at that moment. No one deserves to be mistreated, especially our homeless community members. Our homeless community members all have families and could be any one of our mothers, fathers, brothers, sisters, and or our children.

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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Question applies to multiple boards

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☒ Website/Email

Supplemental Questions

Thank You

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

RL

Raequel London

Professional Summary

Excellent team player, career-minded, highly motivated and eager to exceed performance goals, improve client satisfaction, solve problems, build lasting relationships with team members, leadership management, clients, and community.

Work History

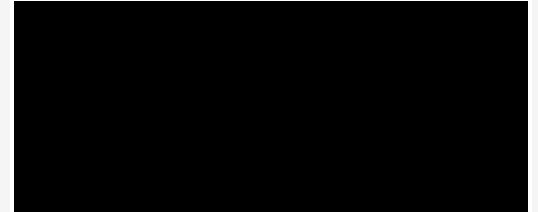
Glendale Unified School District - Teacher

Glendale, CA.

09/1999 - 09/2015

"Teaching Children Beyond the Classroom"

- Supervised and provided ongoing training for four Educational Assistants and all volunteers
- Used proven child development practices to appropriately work in high-quality educational child development classrooms on daily and ongoing basis
- Maintained Program Philosophy and Program Rules and Regulations by modeling high-quality teaching practices
- Posted and distributed current child development practices to EA's and Volunteers
- Lead team meetings and workshops based on the needs of the EA's and Volunteers on a consistent basis to ensure the quality of the educational program was met
- Provided at all times a safe environment to support and enhance student achievement and growth throughout the educational child development center
- Identified foreseeable problems and came up with effective solutions in a timely manner
- Provided ongoing assessments to meet the needs and the individual interest of each student served
- Developed fun and effective educational lesson plans focusing on the whole child
- Completed age-appropriate lesson plans on a weekly basis based upon student interest, individual likes and Individual Education Plans
- Kept students on-task with proactive behavior modification and positive reinforcement strategies
- Reviewed curriculum and devised alternate approaches to presenting



Skills

- Excellent Communication Skills
- People Person
- Community Leader
- Community Advocate
- Management Skills
- Sales
- Self Starter
- Team Player
- Conducting Workshops
- Events
- Hiring and Training
- Coordinate Lecture Series
- Provider Support
- Local Community Engagement
- Conduct Research Reports

Education

2002

University of Phoenix

Pasadena, CA

Bachelor of Science: Business Management

Certifications

- Small Business Association

Affiliations

Member- Pasadena Sister Cities - Senegal Sister City Committee Member-
International Visitors Council of Los Angeles, Los Angeles CA.
INVOLVEMENT Member-California Teacher's Association Volunteer-
Foothill YWCA, Pasadena, CA. Volunteer-The Foundation of Living
Beauties, Pasadena, CA. Volunteer-Southern California Women's Health
Conference & Expo, Pasadena, CA Volunteer-CA. Vital Voices, Pasadena
CA. Board Member- Odyssey Charter School, Altadena, CA.

Accomplishments

- Served as the Education Delegate and traveled with the City of Pasadena Vice Mayor, ADHOC Chair and a Delegation from the City of Pasadena to Dakar-Plateau, Senegal.
- Collaborated with a team of individuals in the development of officially establishing a Sister City relationship between the City of Pasadena and the City of Dakar-Plateau, Senegal
- Served as Business and Economic Chair of the Dakar-Plateau Senegal Sub Committee. Hosted the Business and Economic Round Table Panel Discussion Brunch along side the Vice Mayor of the City of Pasadena during the Historic visit of the Honorable, Mayor, Alioune Ndiaye and his Delegation to the City of Pasadena.
- Serving as of September 2019 as a Global Prosperity and Peace Initiative Peace Ambassador
- Volunteer Assistant to Los Angeles County Commissioner Tyrone Hampton Sr. Los Angeles County and Consumer Affairs Commissioner of Small Business, at County Commissioner meetings on a regular and ongoing basis. Completed ongoing various tasks on an as needed basis.

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- 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?

None Selected

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.

Committee on Homelessness Landlord Tenant Mediation

Larry

First Name

Loughlin

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:

38

Primary Phone

Alternate Phone

N/A

Employer

N/A

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.

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 once was a member of an "unofficial" or "advisory" group that met regarding a program for lending money to home owners and this program was abolished by the governor and all money came under the State;s jurisdiction. It was so long ago, I can't recall more.

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:

I have been retired since 2013. Before that I was a Social Worker with Los Angeles County Department of Children and Family Services for 5 years. And before that I was in law enforcement with the State of California enforcing labor laws (Division of Labor Standards Enforcement).

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

B.S. - Loyola University, Chicago; JD - Southwestern School of Law, Los Angeles; CA Real Estate Sales license; CA General Insurance Brokers license..

[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?

Find and assist homeless people. Try to bring together in an agreement the landlord and tenant

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

I have a degree and experience in social work I have been a tenant in the past and own rental property in another county (I have Property Manager)

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 answers are the same as to the above question

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

By being an active participant and doing my best to do the job and in conformity to the authority of the City of Culver City.

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 but I have attended a unknown number of City Council Meetings.

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?

As much time as it takes. I am retired and so have no time constraints.

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.)

No thank you

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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By Fax: (310) 253-5830

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Outreach Question

Question applies to multiple boards

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 Landlord Tenant Mediation Board

Please select the Category for which you are applying to the LandLord Tenant Mediation Board (Member At-Large, Tenant, Landlord) *

☒ Member At-Large Representative

Thank You

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Larry Loughlin

Application Form

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.

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 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:

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Which Boards would you like to apply for?

None Selected

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.

Committee on Homelessness Fiesta La Ballona Committee Civil Service Commission

Heather

First Name

Wollin

Last Name

Email Address

Street Address

Suite or Apt

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

Primary Phone

Alternate Phone

Law Offices of Evan Braunstein

Employer

Paralegal

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.

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).

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:

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 helped run a local youth group called Job's Daughters which focuses on social skills and leadership skills of young women. I ran the Culver City group for 5 years and am now assisting the Santa Monica Group. The Culver City group is the oldest chapter in the entire state that has never closed or moved. It was an honor and privilege especially to ensure their participation in the centennial celebration. I also have participated in the citizens police academy and interned at the Culver City News while in high school. I volunteered for years at the local little league and babe ruth fields.

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?

Committee on Homelessness- To address and help determine the best practices (short term and long term) and provide feedback and or possible solutions to help those experiencing homelessness in our city. Fiesta La Ballona- To assist in the planning, preparing, and execution the Fiesta La Ballona. Civil Service Commission- To advise the Council on the civil service system and recommend changes or implementation of the Civil Service Rules.

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

Homelessness is an issue near and dear to my heart. I have experience in working with the county in trying to get my aunt assistance when she has been homeless. I have worked and volunteered at the midnight mission and have a great deal of sympathy, empathy, and understanding of both sides of the issue of homelessness and especially with homelessness due to substance abuse and mental illness. Fiesta La Ballona- As part of my youth group leadership, I have assisted in planning and taking suggestions for large scale events to ensure they happen and coming up with ideas to ensure that money is well spent and the events are organized and well attended. Civil Service Commission- I have experience in reading and understanding law as well as in law office management which I think would be useful in applying rules and in understanding how and why certain rules apply. I also have experience in helping prep for the examination of witnesses and general knowledge and experience in mediation.

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 background and experience with homelessness, the county's approach to homelessness, and experience in planning events, and experience in reading and applying law and regulations to everyday situations.

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

I envision working together with others to ensure that objectives and goals are met and provide thoughtful and adaptive solutions to any and all problems facing our city. It would be an honor to help work to make our city a better place for everyone.

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 many live meetings in the last year, but I have watched any and all replays from each of these committees/commissions. Previously I would try to attend these meetings as my school and work schedule allowed.

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?

As much as is 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.)

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

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Outreach Question

Question applies to multiple boards

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☒ Website/Email

Supplemental Questions

Thank You

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

Heather Wollin

Skills

- California Business and Professions code §6450 compliant
- Advanced knowledge of Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Advanced knowledge of QuickBooks
- Internet savvy, including cloud-based documents and calendaring.
- Proven track record for organization, customer service, and database management (cloud and local server based)
- Ability to handle numerous calendars for multiple attorneys and offices and prioritize efficiently to meet deadlines.
- Advanced experience with VOIP and traditional phone systems
- Mac and PC proficient

Education

ASSOCIATE OF ARTS DEGREE | JUNE 2019 | WEST LOS ANGELES COLLEGE

- Major: Paralegal Studies (ABA Approved)

Experience

PARALEGAL | LAW OFFICES EVAN BRAUNSTEIN | FEB. 2019- PRESENT

- Prepare and draft correspondence, petitions, judicial council forms, and responses to dissolution of marriages, income and expense declarations, schedules of assets/debts, disclosure documents, outgoing discovery, discovery responses, and various motions and notices
- Assist with client intake and act as point person to field client questions
- Review, index, and summarize discovery
- Calendar management and organization
- Day to day office management including client billing and accounting, bookkeeping, administrative support, file management, and office supply inventory

PARALEGAL INTERN | LAW OFFICES OF ANDREA M. CASTER | AUG. 2017- FEB. 2019

- Prepare and draft correspondence, petitions and responses to dissolution of marriages, etc.
- Assist with client intake and support
- Assist with billing and work with clients to make payment arrangements
- Review, index, and summarize discovery

EXECUTIVE ASSISTANT | M.J. ROSENMYER CO. | MAR. 2017- FEB. 2019

- Prepare and draft correspondence and dictation
- Maintain and answer a multiline phone system
- Direct electronic research

- Invoice customers and prepare monthly statements and revenue reports via QuickBooks
- Manage and maintain server database and ensure all documentation is current and ready for FDA audits
- Assist with technology troubleshooting in local office and remote offices

Application Form

Profile

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Important Information

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

If appointed to a body, please be aware that:

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Which Boards would you like to apply for?

None Selected

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.

Judith

First Name

Martin-straw

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:

20

Primary Phone

Alternate Phone

Culver City Crossroads

Employer

Pulbisher/Editor

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.

12

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 worked with the Fiesta committee in the past, and I'd be happy to help.

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:

I am the Publisher/Editor of the online news site CulverCityCrossroads.com, and have been since December of 2009.

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

High School Graduate - Some College - Credentialed Yoga Teacher through Yoga West, Inc.

[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 put on a Fiesta

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

I have volunteered in the past, and I think my skills could be a benefit to the committee.

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)?

As a publisher of local news, I have a wide local audience and a great deal of interaction with the residents of the city.

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

I've seen the Fiesta change and grow just about every year that I have lived here. I'm sure that, having missed 2020, the next Fiesta will have many new goals and lots of new energy. The committee will get to shape that in what I hope will be very forward thinking ways.

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.

In past years I have attended roughly a dozen meetings of the Fiesta committee.

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 3 and 5 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 I am needed, I will be happy to contribute.

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

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Thank You

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Which Boards would you like to apply for?

None Selected

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.

Isabel

First Name

Doumitt

Last Name

Email Address

Street Address

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:

19

Primary Phone

Alternate Phone

n/a

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.

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.

Culver City

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).

Culver City

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:

Did a good amount of volunteer work at my children's elementary schools(Linwood Howe and Farragut).

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:

I have a background in accounting. I did accounting and payroll for the family consulting business from 2013-2016. The last major company I worked for was Starwood Hotels & Resorts in Phoenix, Arizona. I also worked for an infomercial company called Quantum North America, also in Phoenix. Prior to that I worked for a production company in Santa Monica called Rysher Entertainment. These three

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

I have an MBA from ASU (Thunderbird international business school) and a Bachelor's from the University of Arizona.

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?

Attracting vendors and increasing community attendance, along with managing the logistics of the actual event.

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

I love the event and I love Culver City. I put it in my calendar every year and have often thought of volunteering my time to continue its success. I think my business background combined with my experience with the Culver City community make me well suited for a role such as this.

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)?

As stated above, I think my business background coupled with my previous engagement with the Culver City community make me a good fit for this role.

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

Not sure what those objectives/goals are.

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?

Not sure. Need to get more information about the position.

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.

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.

Outreach Question

Question applies to multiple boards

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) *

☒ Word of Mouth

Supplemental Questions

Thank You

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

Bitania Beniam



Education

-Culver City High School, Culver City, CA

September 2016- June 2020

- Currently attending San Jose State University, Undeclared on Pre-Nursing track

Volunteering

-No Limits For Deaf Children, LA - *Volunteer*

July 2015- July 2019

- Help children get ready for annual play to fundraise for the non-profit
- Supervise many children from the ages of five and up
- Make sure children memorize script

-Streetwatch-LA, *Member*

December 2020- Present

- Mutual aid event volunteer
- Occasionally makes food for MacArthur group, donates non-perishable drinks every week
- Passes out hot meals, socks, medication, etc. every Tuesday night

-Venice/ Culver Project 4 the Unhoused (VCP4U), *Member*

August 2020- Present

- Pass out water, non-perishable foods, and hygiene kits.
- Donate masks to encampments from PPEnowLA
- Pass out hot meals from PolosfoodpantryLA

-Kaiser Permanente YES Program- *Volunteer/Student*

January 2018- June 2020

- Volunteer in various branches of the healthcare industry to execute excellent public health
- Volunteer at least 100 hours to complete the program and attend education days.

Extracurriculars

-Culver-Palms Youth (Youth and Government), Culver City- *Delegate*

August 2018 - May 2020

- Pass Bills and learn about the different branches of government
- Participated in Bench Trial

-Culver City High School Marching/Concert Band/Percussion Ensemble/Percussion Orchestra/Drumline- *Section Leader*

August 2018 - May 2020

- Make sure percussion members are on their best behavior

-Students for Quality Education @SJSU, Member

September 2020-Present

- Helped pass ethnic studies bill in CA (Assembly Bill 1460)
- Abolition education workshops
- Cops off CSU campus movement

-POC4CHANGE, Founder

May 2020- Present

- Removed Lt. Martinex from Equity and Humans Relations Advisory Committee
- Created three subgroups within CCHS to address systemic issues; mental health awareness, sexual misconduct prevention, and restorative justice practices.
- Worked with Million Dollars Hoods on Youth Arrests Report in Culver City

Work Experience

-BobaGuys, Bobarista

June 2020- Present

- Work with team to finish tasks and to assist customers

-Target, Team member

October 2020-February 2020

- Help guests and restock aisles

-Kaiser Permanente Summer Youth Internship- *Intern*

June 2019- July 2019

- To work alongside doctors and nurses to increase efficiency of the Gastroenterology Department
- “7 Habits of Highly Effective Teens” workshop completed twice and helped demonstrate key concepts

AWARDS

- September 2016-Blue Honor Roll (Unweighted GPA 3.5-3.9), Culver City High School
- Percussion Ensemble won Best Ensemble in AVPA Music
- Best Prosecution Team in Ward Court Room 29 (Mock Bench Trial)
- KP Youth Internship Perfect Attendance Award
- KP YES Program Silver Certificate for Outstanding work and commitment
- First Place Winner of AVID Speech Competition
- AP Scholars Award 2020

Curriculum Vitae

Tony Pleskow, AIA



Professional Experience

Pleskow Architects, Los Angeles CA
Founder/Principal 2011 – Present

Tony Pleskow directs an award winning design studio in the creation and execution of a range of projects including infrastructure, multi-family, single family, commercial, hospitality and institutional projects.

Pleskow & Rael, Los Angeles CA
Founder/Principal 1993 – 2011

Pleskow & Associates, New York NY
Principal 1988 – 1991

Brillembourg and Associates, New York NY
1986-1988

Open Atelier of Design (Office of Guiseppe Zambonini), New York NY
1985 - 1986

Hodgetts & Fung, Los Angeles CA
Fall 1985

Frank O. Gehry & Associates Venice CA
1982

Professional Registration

California
New York
Georgia
Texas

Civic & Professional Organizations

*AIA Los Angeles Chapter Urban Design Committee - Chairman
2017-present*

*City of Culver City Economic Recovery Task Force - Member
2020-present*

*City of Culver City Economic Development TAC – Member
2020 -present*

*Westside Urban Forum – Director
2010-2018*

*City of Culver City – Planning Commissioner
2008-2013*

*Westside Prize Awards – Co-Chair
Westside Urban Forum 2015 – 2017*

*American Institute of Architects - Member
2002-Present*

Education

*HARVARD UNIVERSITY Graduate School of Design Cambridge MA
Master of Architecture 1990*

*THE INSTITUTE FOR ARCHITECTURE AND URBAN STUDIES New York NY
Independent Study 1983-84*

*TULANE UNIVERSITY School of Architecture New Orleans LA
Bachelor of Architecture 1985*

Teaching

*ART CENTER COLLEGE OF DESIGN Pasadena CA
Instructor *The Digital Green House*
Advanced Design Studio Summer 1998*

*Instructor *Stratos*
Advanced Design Studio Spring 1998*

*Instructor *The Virtual and the Unvirtual: A search for new experiential phenomenon*
Advanced Design Studio Fall 1997*

WOODBURY UNIVERSITY Department of Architecture Burbank CA

Visiting Lecturer	Fifth Year Design Studio	Winter 2001
	Third Year Design Studio	Fall 2000
	Third Year Design Studio	Winter 1997
	Fifth Year Design Studio	Fall 1996
Part-time Faculty	Seminar	Fall 1993

*TULANE UNIVERSITY School of Architecture New Orleans LA
Visiting Asst. Professor Advanced Design Studio Fall 1990*

*Visiting Juror at
USC School of Architecture Los Angeles CA
UCLA School of Architecture Los Angeles CA
CORNELL UNIVERSITY School of Architecture Ithaca NY
SYRACUSE UNIVERSITY School of Architecture Syracuse NY
WOODBURY UNIVERSITY Burbank CA*