



**City of Lemon Grove
Special City Council Meeting Agenda
Monday, December 20, 2021, 6:00 p.m.
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945**

For everyone's protection, all attendees must maintain a safe social distance and face coverings will be required to attend the meeting

City Council

Racquel Vasquez, Mayor
Jerry Jones, Mayor Pro Tem
Jennifer Mendoza, Councilmember
Liana LeBaron, Councilmember
George Gastil, Councilmember

The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency

Call to Order

Pledge of Allegiance

Public Comment

Digitally submitted public comments received by the Deputy City Clerk at amalone@lemongrove.ca.gov will not be read out-loud during the meeting. However, they will be provided to the City Council and remain part of the meeting's records. Per the Lemon Grove Municipal Code Section 2.14.150, live comments are allotted a maximum of three (3) minutes.

Reports to Council:

1. Community Advisory Commission Interviews and Appointments

Reference: Lydia Romero, City Manager
Recommendation: Conduct interviews, appoint 3 permanent members to the Community Advisory Commission (CAC) and appoint ad hoc members as determined by the City Council.

Adjournment

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS
CITY OF LEMON GROVE)

I, Audrey Malone, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Special Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 24 hours, before the hour of 6:00 p.m. on December 16, 2021 to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Audrey Malone
Audrey Malone, Deputy City Clerk

In compliance with the Americans with Disabilities Act (ADA), the City of Lemon Grove will provide special accommodations for persons who require assistance to access, attend and/or participate in meetings of the City Council. If you require such assistance, please contact the City Clerk at (619) 825-3800 or email amalone@lemongrove.ca.gov. A full agenda is available for public review at City Hall.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.
Meeting Date: December 20, 2021
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Lydia Romero, City Manager; lromero@lemongrove.ca.gov
Item Title: **Community Advisory Commission Interviews and Appointments**

Recommended Action: Conduct interviews, appoint 3 permanent members to the Community Advisory Commission (CAC) and appoint ad hoc members as determined by the City Council.

Summary: At the November 16, 2021 City Council meeting, the City Council re-established the Community Advisory Commission (resolution 2021-3854) and called for applications to appoint the three permanent members of the Commission and an undetermined number of ad-hoc members.

Background and Discussion: On September 15, 2015, the City Council adopted Ordinance 431 creating the Community Advisory Commission (CAC). The CAC is made up of three permanent members and a variable number of ad-hoc or temporary members. The number and makeup of the temporary membership would change based upon the need for resident-members as determined on an issue-by-issue basis by the City Council. By resolution, the City Council can appoint additional members that serve for a limited duration (temporary) to assist the permanent members in the study of issues assigned to the CAC by the City Council.

The CAC's role is to serve as a resident-led Commission or Focus Group with the permanent members serving in the leadership positions for the Committee (i.e. Chair and Vice Chair of the overall committee.) The purpose would be to provide more stability to the Commission/Group with less reliance on staff. The CAC will operate under the spirit of the Brown Act and comply with all public noticing and open meeting requirements. Permanent CAC members will be required to submit conflict of interest forms and complete ethics training.

Each of the three commission positions will eventually serve a three-year term. Staff recommends that the City Council establish the initial terms of the permanent members of staggered terms of one, two and three years, to help ensure continuity on the Commission. Positions on the Commission are open to Lemon Grove residents. The Community

Advisory Commission has a staff liaison designated to assist with the administrative work of the Commission and to serve as the key link with other City staff.

As part of the FY 21-22 City Council work plan, the City Council identified the CAC to function as a Budget Review Committee. Acting in this capacity the CAC will work with City staff to review and discuss the status of the General Fund, Capital Improvement Budget and make recommendations to City Council. The Commission, once appointed will begin its work in January of 2022.

Interview Process

Using a previously established interview process, the interview will be conducted as follows for the December 20, 2021 special meeting:

- Interviews will be conducted in open session at the City Council Chambers;
 - Interviews have been scheduled to last approximately 15 minutes in length for each of the candidates (**Attachment A**);
 - Each applicant will have 3 minutes share their prepared statement with the City Council;
 - Each City Council Member will have 2 minutes to ask 1 question of each applicant. A list of proposed interview questions will be prepared for City Council consideration. The questions will be provided at the Special City Council meeting.
- Deliberate on the selection of the three permanent CAC members;
- Deliberate on the selection of the ad-hoc CAC members;
- Appoint the three permanent; and
- Appoint a number, as determined by the City Council, of ad-hoc members.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | Mitigated Negative Declaration

Fiscal Impact: Unknown at this time.

Public Notification: None

Staff Recommendation: Conduct interviews, appoint 3 permanent members to the Community Advisory Commission (CAC) and appoint ad hoc members as determined by the City Council.

Attachment:

Attachment A – CAC Applicants

Attachment B – Application Packet

Attachment C – Appointing Resolutions

Attachment A- Applicants



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
DEC 07 2021
CITY CLERK

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on **Monday, December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Jay A. Bass

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: _____ Title: Retired

Statement of Occupational Experience: 2000-2019 Operations Manager San Diego Regional Airport Authority

1991-2000 Chief Wharfinger San Diego Unified Port District. 1984-1990 Wharfinger Port of Oakland, 1983 United Parcel Service 1978-1983 US Navy

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary):

2004-2020 Board Member Lemon Grove School District. 2000-2004 City of Lemon Grove Panning Commissioner

2000-2004, Board Member ArtReach. 2021 Volunteer Meals on Wheels, 2021 Board Member Mended Hearts, Lions Club member

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary):

Experience with public budgets and planning

Highest Level of Education: Bachelors degree/ Business Management

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: Jay Bass 

Date: 12/02/2021

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: [Applications mailed to City Hall **MUST** be postmarked by December 9, 2021, 5PM to be considered] City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945



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- Both

CONTACT INFORMATION

Name: Jessica Heredia

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Hair Suite It Is Title: Owner

Statement of Occupational Experience: Business owner for 23 years. With owning a business comes understanding finances and budgets. I'm organized and timely

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): I am a member of the Business Improvement District, a community organized effort to help businesses thrive in Lemon Grove.

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): I'm am very involved in the community and bring passion a strong work ethic. I'm great at listening and being open minded to ideas and solutions.

Highest Level of Education: Community college and trade school.

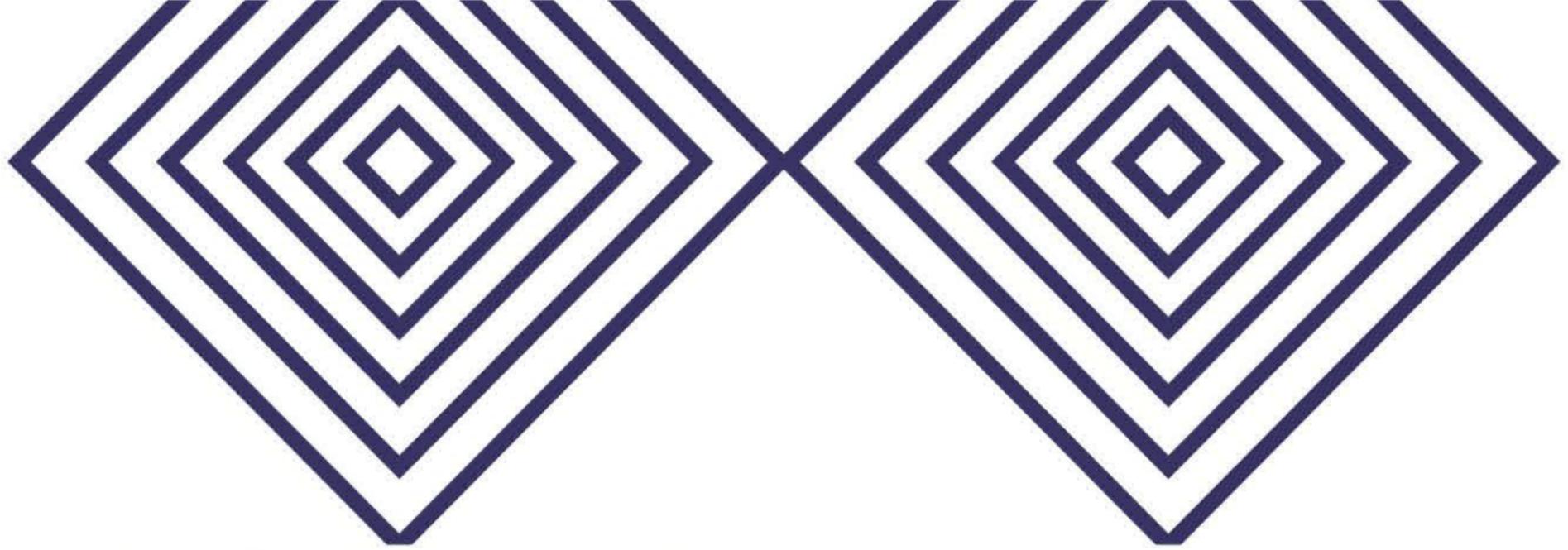
PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [Signature]

Date: 12-6-2021

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JESSICA HEREDIA

Business Owner CFO

PROFILE

- Knowledgeable in business operations, budgets and teambuilding.
- Demonstrated ability to develop goals, objectives and implement strategies.
- Proven ability to conceptualise problems and develop well-reasoned and integrated solutions, as demonstrated throughout the community in working with businesses and volunteer groups.

ACADEMIC QUALIFICATIONS

TRADE SCHOOL DIPLOMA

Je Boutique Beauty College

El cajon, Ca

1600 hours completed and fully Licensed through the State of California Board of Barbering and Cosmetology

COMMUNITY COLLEGE

Grossmont Community College

El Cajon, Ca.

Classes taken and credits earned for personal and professional growth.

CONTINUING EDUCATION

Regularly attends Continuing Education through private classes and academy's in business strategies and all things related to the industry of Cosmetology.

hairsuiteitis.com

COMMUNITY INVOLVEMENT

- Member of the Lemon Grove Business Improvemet District.
- Created the Lemon Grove Support Local Facebook page.
- Regular volunteer to Lemon Grove Community Groups such as The Lemon Grove Veterans Group, Improving Lemon Grove and the Annual Toy Drive as well as many others.



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- Both

CONTACT INFORMATION

Name: Scott O'Keefe
 Phone: [REDACTED]

Address: [REDACTED]
 Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: SLM Contract Furniture Title: Business Development
 Statement of Occupational Experience: 40 years of building, designing, selling commercial office interiors

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): volunteer at North Park Development / Main Street, 1994-1995

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): logical and creative solution person. I love challenges.

4 years of architecture at Cal Poly Pomona.

Highest Level of Education: 4 years of college

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Signature: [Handwritten Signature]

Date: 11-19-2021

Submit application one (1) of two (2) ways:

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APPLICATION FOR COMMUNITY ADVISORY COMMISSION

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CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Aaron Pratts

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Sharp HealthCare Title: Business Intelligence Analyst

Statement of Occupational Experience: Health care system decision support, data analysis, and analytics.
Provides application support, data analysis and system analysis for all applications related to business intelligence technology.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): San Diego State University (SDSU) Aztec Mentor Program (AMP) | San Diego, CA | 2016 – Present
SDSU AMP provides an opportunity for students to gain valuable guidance on a variety of career-related topics including one-on-one advice, networking, interviewing, and job shadowing
As a mentor, I have had the opportunity to share my background, experience, knowledge, and expertise — and give back to the San Diego State Aztec community!

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): Business and data analysis, consulting and educational experiences in a variety of industries
project management experience, technology savvy (e.g. spreadsheets, business intelligence, and reporting software, etc.)

Highest Level of Education: Master of Business Administration

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Signature: Aaron Pratts

Date: 12/09/2021

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City of Lemon Grove
City Hall
Attn: Deputy City Clerk
3232 Main Street
Lemon Grove CA 91945

Thursday, December 9, 2021

Dear City of Lemon Grove,

Hello, my name is Aaron Pratts and I am writing to apply for your Community Advisory Commission (CAC) position. I am a 22-year resident of Lemon Grove interested in lending my experience and skills to advise the City of Lemon Grove. I am able to commit to the CAC position for the entire term. Below is more information about myself. I have also attached my resume for review.

Experience and special knowledge I can offer the Community Advisory Commission

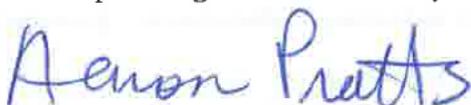
- Exposure to large data sets & complex, multi-million dollar financial budgets & forecasting models
- Technologically savvy with spreadsheets and business reporting software
- Knowledge of Robert's Rule of Order
- Consulting experience in a variety of industries
- Business intelligence, insights, and data analytics experience and knowledge

Past university student council appointments and experience

- Indiana University–Bloomington | August 2013 - May 2015
 - Faculty-selected member, Business Marketing and Leadership-Coaching Academies
 - Selected participant, JumpStart Brand Management and Marketing Diversity Forum
- San Diego State University | August 2001 - May 2005
 - Appointed Representative, University Faculty Senate International Programs Council
 - Associated Student Government Council Representative, College of Professional Studies and Fine Arts

These skills, along with my comprehensive educational experiences from my Master in Business Administration in Business Analytics from Indiana University Bloomington and Bachelor of Arts in Communication and International Security and Conflict Resolution from San Diego State University, will help me to participate in the mission of the CAC to provide objective advice on many topics and issues ongoing in the City of Lemon Grove.

I am available to speak further any day during the workweek. I am available by phone at (202) 390-6851 and email at pratts@gmail.com. Thank you for your consideration. I look forward to speaking with you.



Aaron Pratts

SUMMARY

Aaron is a resident of Lemon Grove and a well-rounded data analytics professional with over 13 years of business intelligence and experience before and after his MBA in business analytics. He has broad experience with large data sets and determining insights for key organizational stakeholders. Aaron would like to serve as a member of the Lemon Grove Community Advisory Commission.

WORK EXPERIENCE

Sharp HealthCare

San Diego, CA | October 2020 – Present

Business Intelligence Analyst

- Utilize Tableau to turn data into dashboards and visualizations for business executives across medical groups within the healthcare enterprise with intent to create more comprehensive picture and story
- Analyze data through a variety of different programs including DataGrip for Oracle Server and Denodo Virtual DataPort to review and look at data
- Review Informatica for data integration and brainstorm new, more efficient ways to collect, organize and automate information, and work to improve software and hardware functions
- Collaborate with Data Analytics team including Principal/Senior Business Intelligence Analysts for Tableau dashboard creation, and Project Managers for project scope and timelines, and presenting results and recommendations to management

Technology: Cerner; Informatica; DataGrip; Oracle; Denodo; Tableau; Microsoft (Excel, Teams); IBM Cognos Analytics; GE Healthcare

Club Demonstration Services (CDS)

San Diego, CA | July 2015 – April 2020

Business Insights/Intelligence Analyst

- Helped set strategic vision and direction for global business data, analysis, analytics, and insights behind ~3.2 million annual Costco Wholesale product demonstrations, that affected \$600+ million in business revenue and helped improve financial budgeting, forecasting, and sales and operations engagement
- Introduced and developed new and maintained and improved existing marketing and sales key performance indicators (KPIs) and metrics for measuring effectiveness of in-store product demos
- Communicated, engaged, and educated technical and non-technical stakeholders on business data, analysis, analytics, and insights
- Extracted and analyzed business data of from 700 Costco's globally (10 countries) from multiple database sources including a custom event and transactional system, AWS (Redshift, S3), Microsoft Excel and SQL Server and Workday
- Conducted complex statistical analyses including multivariate, regression, and time series analyses with Excel, Python, and R
- Prioritized and documented ad-hoc and unstructured business analytics and insights and data quality projects based on needs and requirement, and provided recommendations and solutions
- Co-managed offshore business information technology project consulting team and developers
- Presented insights and recommendations to senior leadership and management using Microsoft PowerPoint and Tableau software
- Served on Competitive Intelligence Committee, helping shape competitive profile of company and alignment with key focus areas
- Collaborated with fellow business intelligence teammates and various departmental colleagues on data warehouse development, Tableau software use, report development and analysis, data visualization, data accuracy and integrity, and quality assurance
- Interviewed and hired an additional business analyst and was responsible for ongoing development and training

Technology: AWS (Redshift, S3); Microsoft (Excel, SQL, Word, PowerPoint, Outlook); Workday; Python; R; Tableau; Google (Apps, Cloud); Agile Methodology: APIs; MongoDB; PostgreSQL

ISEP Study Abroad

Arlington, VA/Washington, DC | July 2007 - April 2013

International Study Abroad Programs Officer

- Created marketing campaigns to inform thousands of students and 200 university coordinators about 30 ISEP opportunities in Canada and northern Europe, increasing program inquiries by 25%
- Initiated and developed English language application strategies to maximize student placements, which improved alignment between ISEP Exchange student goals and their overall education plans
- Developed complex and detailed spreadsheets to analyze, monitor, and manage exchange balances of 24 Canadian and northern European member institutions, increasing exchange numbers by 30%
- Presented regional U.S. conference updates and best practices to over 150 U.S. institutions, which resulted in approximately 50% of institutions implementing the best practices presented
- Maintained relationships with international offices at 24 universities in Canada and northern Europe
- Managed the annual placement of 500 students in Canada, northern Europe, and the United States
- Supervised intern and designed orientation, training, mentoring, and evaluation of the internship

EDUCATION

Indiana University Bloomington, Kelley School of Business

Bloomington, IN | May 2015

Master of Business Administration, Business Analytics, Marketing, and Management; Certificate in Global Business

- Participated in several real-world consulting projects and an internship to creatively apply MBA coursework
 - **CorePlanner**, *Strategy Consultant* – Performed competitive and external threat analysis, facilitated focus groups, and influenced customer acquisition and retention marketing strategy in the education industry
 - **Roche Diagnostics**, *Business Intelligence Consultant* – Marketing management, customer segmentation and targeting, and used Tableau software for data visualization, dashboard design, and reporting for medical device data
 - **Brown-Forman**, *Consumer Insights Consultant* – Prepared consumer insights, analyses, findings, and recommendations presentation, benchmarked consumer channel partners, developed consumer channel marketing solution to drive customer sales, and used IBM SPSS for statistical analyses of consumer product
 - **Ecolab**, *Business Marketing Intern* - Developed customer retention and growth strategy for ~\$250 million pest elimination business division, which is projected to improve customer retention by 1.5% and grow current customer accounts by 0.5%; Executed over 50 voice of the business and six voice of the customer interviews to identify insights important to the division's corporate customers, which influenced final strategy recommendations; Collaborated with national sales team to help achieve summer quarter sales targets for business division
 - **Carlisle Interconnect Technologies**, *Marketing Consultant* – Created business-to-business (B2B) go-to-market strategy for new product, evaluated ten possible new markets, including commercial aerospace, military, defense, and space, for highly technical product, and served as communication lead to company stakeholders, executives, senior engineers, and technical directors
- Emerging Business Market Experience to Greece and Turkey
- **Business-to-Business (B2B) Marketing and Leadership—Peer Coaching Track and Academies**, *Faculty-selected member*
- **The Consortium for Graduate Study in Management**, *Diversity Fellowship Recipient (full-tuition scholarship)*

San Diego State University

San Diego, CA | May 2005

Bachelor of Arts, Communication and International Relations; extensive coursework in music performance

- International study programs to Costa Rica (Spanish language) and Sweden (intercultural communication & international affairs)
- Awarded Fulbright Fellowship/Grant to Malaysia, sponsored by U.S. Department of State

VOLUNTEER EXPERIENCE

San Diego State University Aztec Mentor Program

San Diego, CA | 2016 – Present

San Diego State University Aztec Mentor Program provides an opportunity for students to gain valuable guidance on a variety of career-related topics including one-on-one advice, networking, interviewing, and job shadowing

Mentor

- As a mentor, I have had the opportunity to share my background, experience, knowledge, and expertise — and give back to the San Diego State Aztec community!

Management Leadership for Tomorrow

Remote | 2012 – 2015

Management Leadership for Tomorrow is a career preparatory and professional development program prior to, after entering and finishing graduate business school including mid-career development and networking

Fellow, MBA Programs

- Volunteer my time for applicant interviews, informational and mock interviews, and other career questions and answers

Sitar Arts Center

Washington, DC | 2010 – 2013

Volunteer Faculty - Music Theory

- Taught music theory to beginning and intermediate level students ages 8- to 13-years old in small group lessons

ADDITIONAL

- **Personal interests:** mountain biking, investing, playing trumpet, studying music theory, new technology, travel



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CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Julie Russo

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: La Jolla Institute for Immunology

Title: Research Finance Analyst

Statement of Occupational Experience: Manages post award compliance on federal and non-federal grants and contracts for approximately 8 laboratories including but not limited to, allowability of charges, cost transfers, close out accounting and reporting, and annual reporting.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): N/A

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): I have a political science degree with a focus on international development. I have worked as an intern at the Irish Parliament, a sales associate in retail, an assistant at law firms and an accountant for nonprofits.

Highest Level of Education: Bachelor Degree

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [Handwritten Signature]

Date: 12/6/21

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JULIE RUSSO

PROFESSIONAL EXPERIENCE

CONTACT La Jolla Institute for Immunology
San Diego, California

August 2019 - Present

Research Financial Analyst

- Manages post award compliance on federal and non-federal grants and contracts for approximately 8 laboratories including but not limited to, allowability of charges, cost transfers, close out accounting and reporting, and annual reporting.
- Monitors about 100 grants and \$28 million in grant funding (2021).
- Prepares financial forecasts on quarterly basis and upon request of principal investigators.
- Effects changes to accounting database(s) as a result of authorized changes agreed to in grants review meetings and in consultation with PI's and/or lab managers.
- Prepares all federal and non-federal financial reports.
- Works with manager and supervisor to develop processes and improve team efficiency.

EDUCATION

Bachelor of Arts, Politics
March 2015

University of California, Santa Cruz

Certificate in Accounting
June 2022

University of California, San Diego

2-1-1 San Diego

San Diego, California

April 2018 - August 2019

HR and Finance Assistant

- Reviewed timecards in ADP and resolved discrepancies with managers.
- Reconciled medical, vision and life insurance invoices with employee elections.
- Filed employee paperwork such as new hire packets, status changes and benefit elections.
- Coordinated preparation of monthly finance and contract reports for government contracts.
- Ensured purchase orders were accurate, approved and had adequate documentation.
- Communicated with vendors regarding necessary changes and/or disputes.

SKILLS

Advanced Microsoft Excel

Microsoft Dynamic 365

Photoshop

Quickbooks

ADP

SAP Concur

NetSuite

Pillsbury, Winthrop, Shaw, Pittman, LLP

San Diego, California

August 2016 – October 2017

Practice Assistant

- Directed and executed case monitoring, filing and communication for a large client.
- Sent correspondence forwarding legal documents to clients.
- Proofread and filed legal documents such as patent applications and pleadings.
- Created legal documents and assisted with digital creation of patent drawings.

Bradford & Barthel

San Diego, California

September 2015 – August 2016

Legal Secretary

- Prepared, drafted and executed final correspondence and documents from dictated texts.
- Prepared final legal papers such as pleadings, petitions, and settlement documents.
- Managed the diary system and checked files to ensure prompt attention to pending matters.
- Organized doctor appointments, depositions, interpreters, court reports and witnesses.

Santa Cruz Waldorf Elementary School

Santa Cruz, California

September 2013 – June 2014

Accounting Assistant

- Entered payments, monitored financial data and input newly admitted students' information.
- Responded to parent inquiries regarding tuition, rentals and other financial questions.
- Developed billing system for student instrument rentals utilizing Microsoft Excel.



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

NOV 29 2021 PM 03:13

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RECEIVED
NOV 29 2021
CITY CLERK

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: CAROL WEISS Address: [REDACTED]
 Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: RETIRED PARALEGAL Title: FED. CIVIL SVC + NAVY RETIRED

Statement of Occupational Experience: PARALEGAL SPECIALIST
RETIRED NAVY - OFFICE WORK

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): CURRENT - SAN DIEGO ZOO - OFFICE

LG HISTORICAL SOCIETY - DOCENT, LG LIBRARY
FRIENDS BOOKSTORE VOLUNTEER, ACTIVE IN MILITARY ORGANIZATIONS - NAT'L + LOCAL

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): LG RESIDENT SINCE 1968, INTERESTED

IN GROWTH OF LEMON GROVE, SERVED ON PAST ADVISORY COMMISSION

Highest Level of Education: 14

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Signature: Carol Weiss Date: 11/29/21

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CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION APPLICATION



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CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION

Purpose:

The Community Advisory Commission acts as a resident advisory/focus group to the Lemon Grove City Council on myriad of topics and issues. The Community Advisory Commission consists of three (3) permanent Lemon Grove residents appointed by the City Council to serve a term of three (3) years. Ad hoc members, also appointed by the City Council, are open to Lemon Grove residents. The Commission once appointed will serve as a City Budget Review Committee.

Requirements:

The minimum requirements for Community Advisory Commission:

1. Must be 18 years of age
2. Register to vote in the City of Lemon Grove
3. Must live in the City of Lemon Grove

Term(s) of Office:

Community Advisory Commissioners appointed will serve a three (3) year term, January 1, 2022 through January 1, 2025.

Meeting Time/Location:

Meeting day and time will be determined by the Commission once appointed by the City Council. The first meeting of the Community Advisory Committee will take place January 2022. Meetings will be held at the Lemon Grove Community Center, 3146 School Lane.

Compensation:

None.

Financial Disclosure:

All Community Advisory Commission Members must submit Conflict of Interest Statements (**FPPC Form 700**) and complete **AB 1234 Ethics training**.

Responsible Department:

City Manager's Department/Administration



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on Monday, **December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: _____ Address: _____

Phone: _____ Email Address: _____

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: _____ Title: _____

Statement of Occupational Experience: _____

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): _____

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): _____

Highest Level of Education: _____

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: _____ **Date:** _____

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: **[Applications mailed to City Hall MUST be postmarked by December 9, 2021, 5PM to be considered]** City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPOINTING THREE PERMANENT MEMBERS TO THE
COMMUNITY ADVISORY COMMISSION FOR STAGGERED TERMS**

WHEREAS, On November 19, 2021 a Vacancy Notice was posted for three permanent members of the Community Advisory Commission; and

WHEREAS, applications were accepted until Thursday, December 9, 2021 5:00 p.m.; and

WHEREAS, the persons appointed to fill three permanent positions on the Community Advisory Commission with staggered terms; and

WHEREAS, through the recruitment process, six (6) residents expressed interest in serving on the Community Advisory Commission; and

WHEREAS, on December 20, 2021, interviews were conducted at a Special City Council Meetings; and

WHEREAS, the City Council appointed three persons to fulfill the permanent positions for a set term.

(NAME OF APPOINTED AND TERM – TBA)

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lemon Grove, California, hereby approves the appointment and terms of the permanent members of the Community Advisory Commission.

PASSED AND ADOPTED on December 20, 2021 the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021- ____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved As To Form

Kristen Steinke, City Attorney

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPOINTING AD-HOC MEMBERS TO THE COMMUNITY
ADVISORY COMMISSION**

WHEREAS, on November 19, 2021 a Vacancy Notice was posted for ad-hoc members of the Community Advisory Commission; and

WHEREAS, applications were accepted until Thursday, December 9, 2021, 5:00 p.m.; and

WHEREAS, the persons appointed to fill ad-hoc positions on the Community Advisory Commission, as determined by the City Council; and

WHEREAS, through the recruitment process, six (6) residents expressed interest in serving on the Community Advisory Commission; and

WHEREAS, on December 20, 2021, interviews were conducted at a Special City Council Meetings; and

WHEREAS, the City Council appointed ad-hoc positions.

(NAME OF APPOINTED – TBA)

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lemon Grove, California, hereby approves the appointment and terms of the ad-hoc members of the Community Advisory Commission.

PASSED AND ADOPTED on December 20, 2021 the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021- ____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved As To Form

Kristen Steinke, City Attorney



City of Lemon Grove
Special City Council Meeting Agenda
Monday, December 20, 2021, 6:00 p.m.
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945

For everyone's protection, all attendees must maintain a safe social distance and face coverings will be required to attend the meeting

City Council

Racquel Vasquez, Mayor
Jerry Jones, Mayor Pro Tem
Jennifer Mendoza, Councilmember
Liana LeBaron, Councilmember
George Gastil, Councilmember

The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency

Call to Order

Pledge of Allegiance

Public Comment

Digitally submitted public comments received by the Deputy City Clerk at amalone@lemongrove.ca.gov will not be read out-loud during the meeting. However, they will be provided to the City Council and remain part of the meeting's records. Per the Lemon Grove Municipal Code Section 2.14.150, live comments are allotted a maximum of three (3) minutes.

Reports to Council:

1. Community Advisory Commission Interviews and Appointments

Reference: Lydia Romero, City Manager
Recommendation: Conduct interviews, appoint 3 permanent members to the Community Advisory Commission (CAC) and appoint ad hoc members as determined by the City Council.

Adjournment

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS
CITY OF LEMON GROVE)

I, Audrey Malone, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Special Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 24 hours, before the hour of 6:00 p.m. on December 16, 2021 to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Audrey Malone
Audrey Malone, Deputy City Clerk

In compliance with the Americans with Disabilities Act (ADA), the City of Lemon Grove will provide special accommodations for persons who require assistance to access, attend and/or participate in meetings of the City Council. If you require such assistance, please contact the City Clerk at (619) 825-3800 or email amalone@lemongrove.ca.gov. A full agenda is available for public review at City Hall.

Attachment A- Applicants



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
DEC 07 2021
CITY CLERK

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on **Monday, December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Jay A. Bass

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: _____ Title: Retired

Statement of Occupational Experience: 2000-2019 Operations Manager San Diego Regional Airport Authority

1991-2000 Chief Wharfinger San Diego Unified Port District. 1984-1990 Wharfinger Port of Oakland, 1983 United Parcel Service 1978-1983 US Navy

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): 2004-2020 Board Member Lemon Grove School District. 2000-2004 City of Lemon Grove Panning Commissioner
2000-2004, Board Member ArtReach. 2021 Volunteer Meals on Wheels, 2021 Board Member Mended Hearts, Lions Club member

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): Experience with public budgets and planning

Highest Level of Education: Bachelors degree/ Business Management

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: Jay Bass 

Date: 12/02/2021

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
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CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Jessica Heredia

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Hair Suite It Is Title: Owner

Statement of Occupational Experience: Business owner for 23 years. With owning a business comes understanding finances and budgets. I'm organized and timely

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): I am a member of the Business Improvement District, a community organized effort to help businesses thrive in Lemon Grove.

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): I'm am very involved in the community and bring passion a strong work ethic. I'm great at listening and being open minded to ideas and solutions.

Highest Level of Education: Community college and trade school.

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [Signature]

Date: 12-6-2021

Submit application one (1) of two (2) ways:

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JESSICA HEREDIA

Business Owner CFO

PROFILE

- Knowledgeable in business operations, budgets and teambuilding.
- Demonstrated ability to develop goals, objectives and implement strategies.
- Proven ability to conceptualise problems and develop well-reasoned and integrated solutions, as demonstrated throughout the community in working with businesses and volunteer groups.

ACADEMIC QUALIFICATIONS

TRADE SCHOOL DIPLOMA

Je Boutique Beauty College

El cajon, Ca

1600 hours completed and fully Licensed through the State of California Board of Barbering and Cosmetology

COMMUNITY COLLEGE

Grossmont Community College

El Cajon, Ca.

Classes taken and credits earned for personal and professional growth.

CONTINUING EDUCATION

Regularly attends Continuing Education through private classes and academy's in business strategies and all things related to the industry of Cosmetology.

hairsuiteitis.com

COMMUNITY INVOLVEMENT

- Member of the Lemon Grove Business Improvemet District.
- Created the Lemon Grove Support Local Facebook page.
- Regular volunteer to Lemon Grove Community Groups such as The Lemon Grove Veterans Group, Improving Lemon Grove and the Annual Toy Drive as well as many others.



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

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NOV 22 2021
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CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Scott O'Keefe
 Phone: [REDACTED]

Address: [REDACTED]
 Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: SLM Contract Furniture Title: Business Development
 Statement of Occupational Experience: 40 years of building, designing, selling commercial office interiors

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): volunteer at North Park Development / Main Street, 1994-1995

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): logical and creative solution person. I love challenges.

4 years of architecture at Cal Poly Pomona.

Highest Level of Education: 4 years of college

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [Handwritten Signature]

Date: 11-19-2021

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
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APPLICATION FOR COMMUNITY ADVISORY COMMISSION

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CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Aaron Pratts

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Sharp HealthCare Title: Business Intelligence Analyst

Statement of Occupational Experience: Health care system decision support, data analysis, and analytics.
Provides application support, data analysis and system analysis for all applications related to business intelligence technology.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): San Diego State University (SDSU) Aztec Mentor Program (AMP) | San Diego, CA | 2016 – Present
SDSU AMP provides an opportunity for students to gain valuable guidance on a variety of career-related topics including one-on-one advice, networking, interviewing, and job shadowing
As a mentor, I have had the opportunity to share my background, experience, knowledge, and expertise — and give back to the San Diego State Aztec community!

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): Business and data analysis, consulting and educational experiences in a variety of industries
project management experience, technology savvy (e.g. spreadsheets, business intelligence, and reporting software, etc.)

Highest Level of Education: Master of Business Administration

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: Aaron Pratts

Date: 12/09/2021

Submit application one (1) of two (2) ways:

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City of Lemon Grove
City Hall
Attn: Deputy City Clerk
3232 Main Street
Lemon Grove CA 91945

Thursday, December 9, 2021

Dear City of Lemon Grove,

Hello, my name is Aaron Pratts and I am writing to apply for your Community Advisory Commission (CAC) position. I am a 22-year resident of Lemon Grove interested in lending my experience and skills to advise the City of Lemon Grove. I am able to commit to the CAC position for the entire term. Below is more information about myself. I have also attached my resume for review.

Experience and special knowledge I can offer the Community Advisory Commission

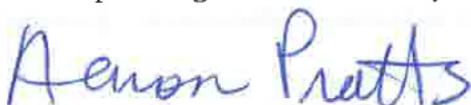
- Exposure to large data sets & complex, multi-million dollar financial budgets & forecasting models
- Technologically savvy with spreadsheets and business reporting software
- Knowledge of Robert's Rule of Order
- Consulting experience in a variety of industries
- Business intelligence, insights, and data analytics experience and knowledge

Past university student council appointments and experience

- Indiana University–Bloomington | August 2013 - May 2015
 - Faculty-selected member, Business Marketing and Leadership-Coaching Academies
 - Selected participant, JumpStart Brand Management and Marketing Diversity Forum
- San Diego State University | August 2001 - May 2005
 - Appointed Representative, University Faculty Senate International Programs Council
 - Associated Student Government Council Representative, College of Professional Studies and Fine Arts

These skills, along with my comprehensive educational experiences from my Master in Business Administration in Business Analytics from Indiana University Bloomington and Bachelor of Arts in Communication and International Security and Conflict Resolution from San Diego State University, will help me to participate in the mission of the CAC to provide objective advice on many topics and issues ongoing in the City of Lemon Grove.

I am available to speak further any day during the workweek. I am available by phone at (202) 390-6851 and email at pratts@gmail.com. Thank you for your consideration. I look forward to speaking with you.



Aaron Pratts

SUMMARY

Aaron is a resident of Lemon Grove and a well-rounded data analytics professional with over 13 years of business intelligence and experience before and after his MBA in business analytics. He has broad experience with large data sets and determining insights for key organizational stakeholders. Aaron would like to serve as a member of the Lemon Grove Community Advisory Commission.

WORK EXPERIENCE

Sharp HealthCare

San Diego, CA | October 2020 – Present

Business Intelligence Analyst

- Utilize Tableau to turn data into dashboards and visualizations for business executives across medical groups within the healthcare enterprise with intent to create more comprehensive picture and story
- Analyze data through a variety of different programs including DataGrip for Oracle Server and Denodo Virtual DataPort to review and look at data
- Review Informatica for data integration and brainstorm new, more efficient ways to collect, organize and automate information, and work to improve software and hardware functions
- Collaborate with Data Analytics team including Principal/Senior Business Intelligence Analysts for Tableau dashboard creation, and Project Managers for project scope and timelines, and presenting results and recommendations to management

Technology: Cerner; Informatica; DataGrip; Oracle; Denodo; Tableau; Microsoft (Excel, Teams); IBM Cognos Analytics; GE Healthcare

Club Demonstration Services (CDS)

San Diego, CA | July 2015 – April 2020

Business Insights/Intelligence Analyst

- Helped set strategic vision and direction for global business data, analysis, analytics, and insights behind ~3.2 million annual Costco Wholesale product demonstrations, that affected \$600+ million in business revenue and helped improve financial budgeting, forecasting, and sales and operations engagement
- Introduced and developed new and maintained and improved existing marketing and sales key performance indicators (KPIs) and metrics for measuring effectiveness of in-store product demos
- Communicated, engaged, and educated technical and non-technical stakeholders on business data, analysis, analytics, and insights
- Extracted and analyzed business data of from 700 Costco's globally (10 countries) from multiple database sources including a custom event and transactional system, AWS (Redshift, S3), Microsoft Excel and SQL Server and Workday
- Conducted complex statistical analyses including multivariate, regression, and time series analyses with Excel, Python, and R
- Prioritized and documented ad-hoc and unstructured business analytics and insights and data quality projects based on needs and requirement, and provided recommendations and solutions
- Co-managed offshore business information technology project consulting team and developers
- Presented insights and recommendations to senior leadership and management using Microsoft PowerPoint and Tableau software
- Served on Competitive Intelligence Committee, helping shape competitive profile of company and alignment with key focus areas
- Collaborated with fellow business intelligence teammates and various departmental colleagues on data warehouse development, Tableau software use, report development and analysis, data visualization, data accuracy and integrity, and quality assurance
- Interviewed and hired an additional business analyst and was responsible for ongoing development and training

Technology: AWS (Redshift, S3); Microsoft (Excel, SQL, Word, PowerPoint, Outlook); Workday; Python; R; Tableau; Google (Apps, Cloud); Agile Methodology: APIs; MongoDB; PostgreSQL

ISEP Study Abroad

Arlington, VA/Washington, DC | July 2007 - April 2013

International Study Abroad Programs Officer

- Created marketing campaigns to inform thousands of students and 200 university coordinators about 30 ISEP opportunities in Canada and northern Europe, increasing program inquiries by 25%
- Initiated and developed English language application strategies to maximize student placements, which improved alignment between ISEP Exchange student goals and their overall education plans
- Developed complex and detailed spreadsheets to analyze, monitor, and manage exchange balances of 24 Canadian and northern European member institutions, increasing exchange numbers by 30%
- Presented regional U.S. conference updates and best practices to over 150 U.S. institutions, which resulted in approximately 50% of institutions implementing the best practices presented
- Maintained relationships with international offices at 24 universities in Canada and northern Europe
- Managed the annual placement of 500 students in Canada, northern Europe, and the United States
- Supervised intern and designed orientation, training, mentoring, and evaluation of the internship

EDUCATION

Indiana University Bloomington, Kelley School of Business

Bloomington, IN | May 2015

Master of Business Administration, Business Analytics, Marketing, and Management; Certificate in Global Business

- Participated in several real-world consulting projects and an internship to creatively apply MBA coursework
 - **CorePlanner**, *Strategy Consultant* – Performed competitive and external threat analysis, facilitated focus groups, and influenced customer acquisition and retention marketing strategy in the education industry
 - **Roche Diagnostics**, *Business Intelligence Consultant* – Marketing management, customer segmentation and targeting, and used Tableau software for data visualization, dashboard design, and reporting for medical device data
 - **Brown-Forman**, *Consumer Insights Consultant* – Prepared consumer insights, analyses, findings, and recommendations presentation, benchmarked consumer channel partners, developed consumer channel marketing solution to drive customer sales, and used IBM SPSS for statistical analyses of consumer product
 - **Ecolab**, *Business Marketing Intern* - Developed customer retention and growth strategy for ~\$250 million pest elimination business division, which is projected to improve customer retention by 1.5% and grow current customer accounts by 0.5%; Executed over 50 voice of the business and six voice of the customer interviews to identify insights important to the division's corporate customers, which influenced final strategy recommendations; Collaborated with national sales team to help achieve summer quarter sales targets for business division
 - **Carlisle Interconnect Technologies**, *Marketing Consultant* – Created business-to-business (B2B) go-to-market strategy for new product, evaluated ten possible new markets, including commercial aerospace, military, defense, and space, for highly technical product, and served as communication lead to company stakeholders, executives, senior engineers, and technical directors
- Emerging Business Market Experience to Greece and Turkey
- **Business-to-Business (B2B) Marketing and Leadership—Peer Coaching Track and Academies**, *Faculty-selected member*
- **The Consortium for Graduate Study in Management**, *Diversity Fellowship Recipient (full-tuition scholarship)*

San Diego State University

San Diego, CA | May 2005

Bachelor of Arts, Communication and International Relations; extensive coursework in music performance

- International study programs to Costa Rica (Spanish language) and Sweden (intercultural communication & international affairs)
- Awarded Fulbright Fellowship/Grant to Malaysia, sponsored by U.S. Department of State

VOLUNTEER EXPERIENCE

San Diego State University Aztec Mentor Program

San Diego, CA | 2016 – Present

San Diego State University Aztec Mentor Program provides an opportunity for students to gain valuable guidance on a variety of career-related topics including one-on-one advice, networking, interviewing, and job shadowing

Mentor

- As a mentor, I have had the opportunity to share my background, experience, knowledge, and expertise — and give back to the San Diego State Aztec community!

Management Leadership for Tomorrow

Remote | 2012 – 2015

Management Leadership for Tomorrow is a career preparatory and professional development program prior to, after entering and finishing graduate business school including mid-career development and networking

Fellow, MBA Programs

- Volunteer my time for applicant interviews, informational and mock interviews, and other career questions and answers

Sitar Arts Center

Washington, DC | 2010 – 2013

Volunteer Faculty - Music Theory

- Taught music theory to beginning and intermediate level students ages 8- to 13-years old in small group lessons

ADDITIONAL

- **Personal interests:** mountain biking, investing, playing trumpet, studying music theory, new technology, travel



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
DEC 06 2021
CITY CLERK

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CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Julie Russo

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: La Jolla Institute for Immunology

Title: Research Finance Analyst

Statement of Occupational Experience: Manages post award compliance on federal and non-federal grants and contracts for approximately 8 laboratories including but not limited to, allowability of charges, cost transfers, close out accounting and reporting, and annual reporting.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): N/A

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): I have a political science degree with a focus on international development. I have worked as an intern at the Irish Parliament, a sales associate in retail, an assistant at law firms and an accountant for nonprofits.

Highest Level of Education: Bachelor Degree

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Signature: [Handwritten Signature]

Date: 12/6/21

Submit application one (1) of two (2) ways:

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JULIE RUSSO

PROFESSIONAL EXPERIENCE

CONTACT La Jolla Institute for Immunology
San Diego, California

August 2019 - Present

Research Financial Analyst

- Manages post award compliance on federal and non-federal grants and contracts for approximately 8 laboratories including but not limited to, allowability of charges, cost transfers, close out accounting and reporting, and annual reporting.
- Monitors about 100 grants and \$28 million in grant funding (2021).
- Prepares financial forecasts on quarterly basis and upon request of principal investigators.
- Effects changes to accounting database(s) as a result of authorized changes agreed to in grants review meetings and in consultation with PI's and/or lab managers.
- Prepares all federal and non-federal financial reports.
- Works with manager and supervisor to develop processes and improve team efficiency.

EDUCATION

Bachelor of Arts, Politics
March 2015

University of California, Santa Cruz

Certificate in Accounting
June 2022

University of California, San Diego

2-1-1 San Diego

San Diego, California

April 2018 - August 2019

HR and Finance Assistant

- Reviewed timecards in ADP and resolved discrepancies with managers.
- Reconciled medical, vision and life insurance invoices with employee elections.
- Filed employee paperwork such as new hire packets, status changes and benefit elections.
- Coordinated preparation of monthly finance and contract reports for government contracts.
- Ensured purchase orders were accurate, approved and had adequate documentation.
- Communicated with vendors regarding necessary changes and/or disputes.

SKILLS

Advanced Microsoft Excel

Microsoft Dynamic 365

Photoshop

Quickbooks

ADP

SAP Concur

NetSuite

Pillsbury, Winthrop, Shaw, Pittman, LLP

San Diego, California

August 2016 – October 2017

Practice Assistant

- Directed and executed case monitoring, filing and communication for a large client.
- Sent correspondence forwarding legal documents to clients.
- Proofread and filed legal documents such as patent applications and pleadings.
- Created legal documents and assisted with digital creation of patent drawings.

Bradford & Barthel

San Diego, California

September 2015 – August 2016

Legal Secretary

- Prepared, drafted and executed final correspondence and documents from dictated texts.
- Prepared final legal papers such as pleadings, petitions, and settlement documents.
- Managed the diary system and checked files to ensure prompt attention to pending matters.
- Organized doctor appointments, depositions, interpreters, court reports and witnesses.

Santa Cruz Waldorf Elementary School

Santa Cruz, California

September 2013 – June 2014

Accounting Assistant

- Entered payments, monitored financial data and input newly admitted students' information.
- Responded to parent inquiries regarding tuition, rentals and other financial questions.
- Developed billing system for student instrument rentals utilizing Microsoft Excel.



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

NOV 29 2021 PM 03:13

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RECEIVED
NOV 29 2021
CITY CLERK

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: CAROL WEISS

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

FED. CIVIL SVC + NAVY RETIRED

Employer: RETIRED PARALEGAL Title: _____

Statement of Occupational Experience: PARALEGAL SPECIALIST;
RETIRED NAVY - OFFICE WORK

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): CURRENT - SAN DIEGO ZOO - OFFICE;

LG HISTORICAL SOCIETY - DOCENT; LG LIBRARY
FRIENDS BOOKSTORE VOLUNTEER; ACTIVE IN MILITARY
ORGANIZATIONS - NAT'L + LOCAL

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): LG RESIDENT SINCE 1968; INTERESTED
IN GROWTH OF LEMON GROVE; SERVED ON PAST ADVISORY
COMMISSION

Highest Level of Education: 14

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: Carol Weiss

Date: 11/29/21

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: [Applications mailed to City Hall **MUST** be postmarked by December 9, 2021, 5PM to be considered] City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945

CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION APPLICATION



Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
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CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION

Purpose:

The Community Advisory Commission acts as a resident advisory/focus group to the Lemon Grove City Council on myriad of topics and issues. The Community Advisory Commission consists of three (3) permanent Lemon Grove residents appointed by the City Council to serve a term of three (3) years. Ad hoc members, also appointed by the City Council, are open to Lemon Grove residents. The Commission once appointed will serve as a City Budget Review Committee.

Requirements:

The minimum requirements for Community Advisory Commission:

1. Must be 18 years of age
2. Register to vote in the City of Lemon Grove
3. Must live in the City of Lemon Grove

Term(s) of Office:

Community Advisory Commissioners appointed will serve a three (3) year term, January 1, 2022 through January 1, 2025.

Meeting Time/Location:

Meeting day and time will be determined by the Commission once appointed by the City Council. The first meeting of the Community Advisory Committee will take place January 2022. Meetings will be held at the Lemon Grove Community Center, 3146 School Lane.

Compensation:

None.

Financial Disclosure:

All Community Advisory Commission Members must submit Conflict of Interest Statements (**FPPC Form 700**) and complete **AB 1234 Ethics training**.

Responsible Department:

City Manager's Department/Administration



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on Monday, **December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: _____ Address: _____

Phone: _____ Email Address: _____

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: _____ Title: _____

Statement of Occupational Experience: _____

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): _____

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): _____

Highest Level of Education: _____

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: _____ **Date:** _____

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
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CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.
Meeting Date: December 20, 2021
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Lydia Romero, City Manager; lromero@lemongrove.ca.gov
Item Title: **Community Advisory Commission Interviews and Appointments**

Recommended Action: Conduct interviews, appoint 3 permanent members to the Community Advisory Commission (CAC) and appoint ad hoc members as determined by the City Council.

Summary: At the November 16, 2021 City Council meeting, the City Council re-established the Community Advisory Commission (resolution 2021-3854) and called for applications to appoint the three permanent members of the Commission and an undetermined number of ad-hoc members.

Background and Discussion: On September 15, 2015, the City Council adopted Ordinance 431 creating the Community Advisory Commission (CAC). The CAC is made up of three permanent members and a variable number of ad-hoc or temporary members. The number and makeup of the temporary membership would change based upon the need for resident-members as determined on an issue-by-issue basis by the City Council. By resolution, the City Council can appoint additional members that serve for a limited duration (temporary) to assist the permanent members in the study of issues assigned to the CAC by the City Council.

The CAC's role is to serve as a resident-led Commission or Focus Group with the permanent members serving in the leadership positions for the Committee (i.e. Chair and Vice Chair of the overall committee.) The purpose would be to provide more stability to the Commission/Group with less reliance on staff. The CAC will operate under the spirit of the Brown Act and comply with all public noticing and open meeting requirements. Permanent CAC members will be required to submit conflict of interest forms and complete ethics training.

Each of the three commission positions will eventually serve a three-year term. Staff recommends that the City Council establish the initial terms of the permanent members of staggered terms of one, two and three years, to help ensure continuity on the Commission. Positions on the Commission are open to Lemon Grove residents. The Community

Advisory Commission has a staff liaison designated to assist with the administrative work of the Commission and to serve as the key link with other City staff.

As part of the FY 21-22 City Council work plan, the City Council identified the CAC to function as a Budget Review Committee. Acting in this capacity the CAC will work with City staff to review and discuss the status of the General Fund, Capital Improvement Budget and make recommendations to City Council. The Commission, once appointed will begin its work in January of 2022.

Interview Process

Using a previously established interview process, the interview will be conducted as follows for the December 20, 2021 special meeting:

- Interviews will be conducted in open session at the City Council Chambers;
 - Interviews have been scheduled to last approximately 15 minutes in length for each of the candidates (**Attachment A**);
 - Each applicant will have 3 minutes share their prepared statement with the City Council;
 - Each City Council Member will have 2 minutes to ask 1 question of each applicant. A list of proposed interview questions will be prepared for City Council consideration. The questions will be provided at the Special City Council meeting.
- Deliberate on the selection of the three permanent CAC members;
- Deliberate on the selection of the ad-hoc CAC members;
- Appoint the three permanent; and
- Appoint a number, as determined by the City Council, of ad-hoc members.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | Mitigated Negative Declaration

Fiscal Impact: Unknown at this time.

Public Notification: None

Staff Recommendation: Conduct interviews, appoint 3 permanent members to the Community Advisory Commission (CAC) and appoint ad hoc members as determined by the City Council.

Attachment:

Attachment A – CAC Applicants

Attachment B – Application Packet

Attachment C – Appointing Resolutions

Attachment A- Applicants



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
DEC 07 2021
CITY CLERK

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on **Monday, December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Jay A. Bass

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: _____ Title: Retired

Statement of Occupational Experience: 2000-2019 Operations Manager San Diego Regional Airport Authority

1991-2000 Chief Wharfinger San Diego Unified Port District. 1984-1990 Wharfinger Port of Oakland, 1983 United Parcel Service 1978-1983 US Navy

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): 2004-2020 Board Member Lemon Grove School District. 2000-2004 City of Lemon Grove Panning Commissioner
2000-2004, Board Member ArtReach. 2021 Volunteer Meals on Wheels, 2021 Board Member Mended Hearts, Lions Club member

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): Experience with public budgets and planning

Highest Level of Education: Bachelors degree/ Business Management

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: Jay Bass 

Date: 12/02/2021

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: [Applications mailed to City Hall **MUST** be postmarked by December 9, 2021, 5PM to be considered] City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED DEC 07 2021 CITY CLERK

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CHECK POSITION DESIRED

- Permanent Member
Ad hoc Member
Both

CONTACT INFORMATION

Name: Jessica Heredia

Address: [Redacted]

Phone: [Redacted]

Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Hair Suite It Is Title: Owner

Statement of Occupational Experience: Business owner for 23 years. With owning a business comes understanding finances and budgets. I'm organized and timely

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): I am a member of the Business Improvement District, a community organized effort to help businesses thrive in Lemon Grove.

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): I'm am very involved in the community and bring passion a strong work ethic. I'm great at listening and being open minded to ideas and solutions.

Highest Level of Education: Community college and trade school.

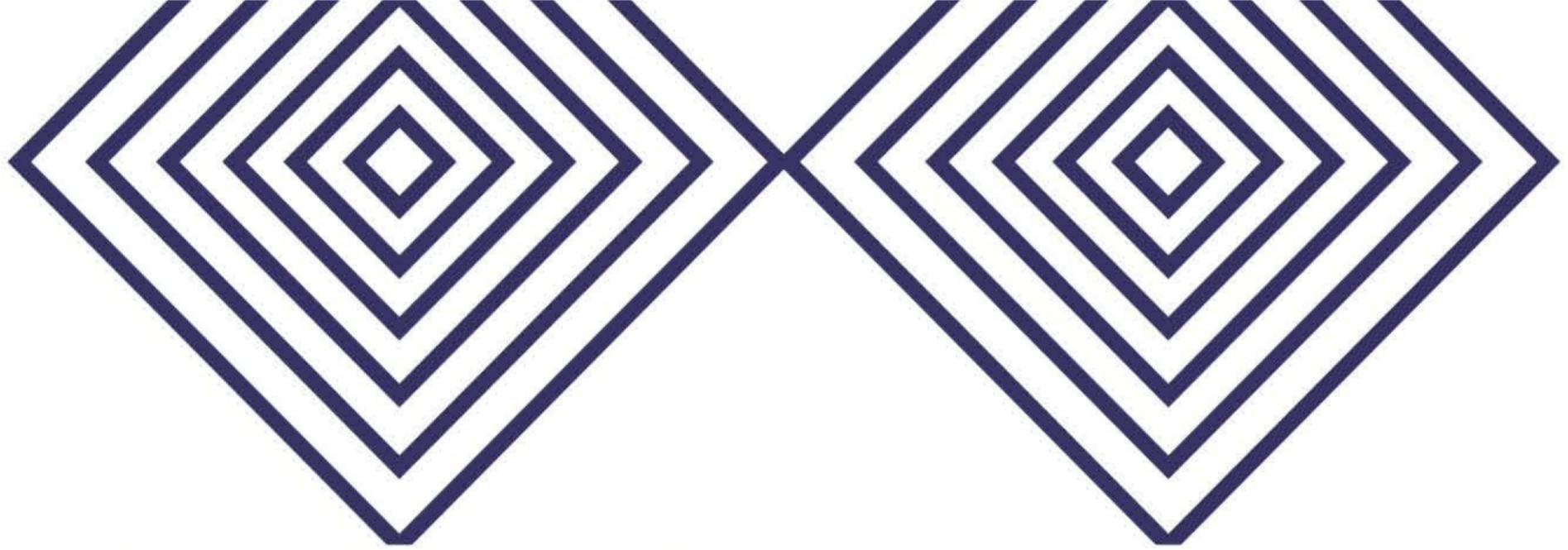
PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [Handwritten Signature]

Date: 12-6-2021

Submit application one (1) of two (2) ways:

- 1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
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JESSICA HEREDIA

Business Owner CFO

PROFILE

- Knowledgeable in business operations, budgets and teambuilding.
- Demonstrated ability to develop goals, objectives and implement strategies.
- Proven ability to conceptualise problems and develop well-reasoned and integrated solutions, as demonstrated throughout the community in working with businesses and volunteer groups.

hairsuiteitis.com

ACADEMIC QUALIFICATIONS

TRADE SCHOOL DIPLOMA

Je Boutique Beauty College

El cajon, Ca

1600 hours completed and fully Licensed through the State of California Board of Barbering and Cosmetology

COMMUNITY COLLEGE

Grossmont Community College

El Cajon, Ca.

Classes taken and credits earned for personal and professional growth.

CONTINUING EDUCATION

Regularly attends Continuing Education through private classes and academy's in business strategies and all things related to the industry of Cosmetology.

COMMUNITY INVOLVEMENT

- Member of the Lemon Grove Business Improvemet District.
- Created the Lemon Grove Support Local Facebook page.
- Regular volunteer to Lemon Grove Community Groups such as The Lemon Grove Veterans Group, Improving Lemon Grove and the Annual Toy Drive as well as many others.



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
NOV 22 2021
CITY CLERK

Submit completed application to the City Clerk's Office no later than Thursday, December 9, 2021, by 5:00 p.m. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Monday, December 20, 2021, at 6:00 p.m.

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Scott O'Keefe
 Phone: [REDACTED]

Address: [REDACTED]
 Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: SLM Contract Furniture Title: Business Development
 Statement of Occupational Experience: 40 years of building, designing, selling commercial office interiors

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): volunteer at North Park Development / Main Street, 1994-1995

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): logical and creative solution person. I love challenges.

4 years of architecture at Cal Poly Pomona.

Highest Level of Education: 4 years of college

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [Handwritten Signature]

Date: 11-19-2021

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: [Applications mailed to City Hall MUST be postmarked by December 9, 2021, 5PM to be considered] City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
DEC 09 2021
CITY CLERK

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on Monday, **December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Aaron Pratts

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Sharp HealthCare Title: Business Intelligence Analyst

Statement of Occupational Experience: Health care system decision support, data analysis, and analytics.
Provides application support, data analysis and system analysis for all applications related to business intelligence technology.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): San Diego State University (SDSU) Aztec Mentor Program (AMP) | San Diego, CA | 2016 – Present

SDSU AMP provides an opportunity for students to gain valuable guidance on a variety of career-related topics including one-on-one advice, networking, interviewing, and job shadowing

As a mentor, I have had the opportunity to share my background, experience, knowledge, and expertise — and give back to the San Diego State Aztec community!

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): Business and data analysis, consulting and educational experiences in a variety of industries
project management experience, technology savvy (e.g. spreadsheets, business intelligence, and reporting software, etc.)

Highest Level of Education: Master of Business Administration

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Signature: Aaron Pratts

Date: 12/09/2021

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: [Applications mailed to City Hall **MUST** be postmarked by December 9, 2021, 5PM to be considered] City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945

City of Lemon Grove
City Hall
Attn: Deputy City Clerk
3232 Main Street
Lemon Grove CA 91945

Thursday, December 9, 2021

Dear City of Lemon Grove,

Hello, my name is Aaron Pratts and I am writing to apply for your Community Advisory Commission (CAC) position. I am a 22-year resident of Lemon Grove interested in lending my experience and skills to advise the City of Lemon Grove. I am able to commit to the CAC position for the entire term. Below is more information about myself. I have also attached my resume for review.

Experience and special knowledge I can offer the Community Advisory Commission

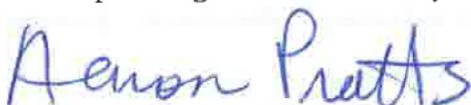
- Exposure to large data sets & complex, multi-million dollar financial budgets & forecasting models
- Technologically savvy with spreadsheets and business reporting software
- Knowledge of Robert's Rule of Order
- Consulting experience in a variety of industries
- Business intelligence, insights, and data analytics experience and knowledge

Past university student council appointments and experience

- Indiana University–Bloomington | August 2013 - May 2015
 - Faculty-selected member, Business Marketing and Leadership-Coaching Academies
 - Selected participant, JumpStart Brand Management and Marketing Diversity Forum
- San Diego State University | August 2001 - May 2005
 - Appointed Representative, University Faculty Senate International Programs Council
 - Associated Student Government Council Representative, College of Professional Studies and Fine Arts

These skills, along with my comprehensive educational experiences from my Master in Business Administration in Business Analytics from Indiana University Bloomington and Bachelor of Arts in Communication and International Security and Conflict Resolution from San Diego State University, will help me to participate in the mission of the CAC to provide objective advice on many topics and issues ongoing in the City of Lemon Grove.

I am available to speak further any day during the workweek. I am available by phone at (202) 390-6851 and email at pratts@gmail.com. Thank you for your consideration. I look forward to speaking with you.



Aaron Pratts

SUMMARY

Aaron is a resident of Lemon Grove and a well-rounded data analytics professional with over 13 years of business intelligence and experience before and after his MBA in business analytics. He has broad experience with large data sets and determining insights for key organizational stakeholders. Aaron would like to serve as a member of the Lemon Grove Community Advisory Commission.

WORK EXPERIENCE

Sharp HealthCare

San Diego, CA | October 2020 – Present

Business Intelligence Analyst

- Utilize Tableau to turn data into dashboards and visualizations for business executives across medical groups within the healthcare enterprise with intent to create more comprehensive picture and story
- Analyze data through a variety of different programs including DataGrip for Oracle Server and Denodo Virtual DataPort to review and look at data
- Review Informatica for data integration and brainstorm new, more efficient ways to collect, organize and automate information, and work to improve software and hardware functions
- Collaborate with Data Analytics team including Principal/Senior Business Intelligence Analysts for Tableau dashboard creation, and Project Managers for project scope and timelines, and presenting results and recommendations to management

Technology: Cerner; Informatica; DataGrip; Oracle; Denodo; Tableau; Microsoft (Excel, Teams); IBM Cognos Analytics; GE Healthcare

Club Demonstration Services (CDS)

San Diego, CA | July 2015 – April 2020

Business Insights/Intelligence Analyst

- Helped set strategic vision and direction for global business data, analysis, analytics, and insights behind ~3.2 million annual Costco Wholesale product demonstrations, that affected \$600+ million in business revenue and helped improve financial budgeting, forecasting, and sales and operations engagement
- Introduced and developed new and maintained and improved existing marketing and sales key performance indicators (KPIs) and metrics for measuring effectiveness of in-store product demos
- Communicated, engaged, and educated technical and non-technical stakeholders on business data, analysis, analytics, and insights
- Extracted and analyzed business data of from 700 Costco's globally (10 countries) from multiple database sources including a custom event and transactional system, AWS (Redshift, S3), Microsoft Excel and SQL Server and Workday
- Conducted complex statistical analyses including multivariate, regression, and time series analyses with Excel, Python, and R
- Prioritized and documented ad-hoc and unstructured business analytics and insights and data quality projects based on needs and requirement, and provided recommendations and solutions
- Co-managed offshore business information technology project consulting team and developers
- Presented insights and recommendations to senior leadership and management using Microsoft PowerPoint and Tableau software
- Served on Competitive Intelligence Committee, helping shape competitive profile of company and alignment with key focus areas
- Collaborated with fellow business intelligence teammates and various departmental colleagues on data warehouse development, Tableau software use, report development and analysis, data visualization, data accuracy and integrity, and quality assurance
- Interviewed and hired an additional business analyst and was responsible for ongoing development and training

Technology: AWS (Redshift, S3); Microsoft (Excel, SQL, Word, PowerPoint, Outlook); Workday; Python; R; Tableau; Google (Apps, Cloud); Agile Methodology: APIs; MongoDB; PostgreSQL

ISEP Study Abroad

Arlington, VA/Washington, DC | July 2007 - April 2013

International Study Abroad Programs Officer

- Created marketing campaigns to inform thousands of students and 200 university coordinators about 30 ISEP opportunities in Canada and northern Europe, increasing program inquiries by 25%
- Initiated and developed English language application strategies to maximize student placements, which improved alignment between ISEP Exchange student goals and their overall education plans
- Developed complex and detailed spreadsheets to analyze, monitor, and manage exchange balances of 24 Canadian and northern European member institutions, increasing exchange numbers by 30%
- Presented regional U.S. conference updates and best practices to over 150 U.S. institutions, which resulted in approximately 50% of institutions implementing the best practices presented
- Maintained relationships with international offices at 24 universities in Canada and northern Europe
- Managed the annual placement of 500 students in Canada, northern Europe, and the United States
- Supervised intern and designed orientation, training, mentoring, and evaluation of the internship

EDUCATION

Indiana University Bloomington, Kelley School of Business

Bloomington, IN | May 2015

Master of Business Administration, Business Analytics, Marketing, and Management; Certificate in Global Business

- Participated in several real-world consulting projects and an internship to creatively apply MBA coursework
 - **CorePlanner**, *Strategy Consultant* – Performed competitive and external threat analysis, facilitated focus groups, and influenced customer acquisition and retention marketing strategy in the education industry
 - **Roche Diagnostics**, *Business Intelligence Consultant* – Marketing management, customer segmentation and targeting, and used Tableau software for data visualization, dashboard design, and reporting for medical device data
 - **Brown-Forman**, *Consumer Insights Consultant* – Prepared consumer insights, analyses, findings, and recommendations presentation, benchmarked consumer channel partners, developed consumer channel marketing solution to drive customer sales, and used IBM SPSS for statistical analyses of consumer product
 - **Ecolab**, *Business Marketing Intern* - Developed customer retention and growth strategy for ~\$250 million pest elimination business division, which is projected to improve customer retention by 1.5% and grow current customer accounts by 0.5%; Executed over 50 voice of the business and six voice of the customer interviews to identify insights important to the division's corporate customers, which influenced final strategy recommendations; Collaborated with national sales team to help achieve summer quarter sales targets for business division
 - **Carlisle Interconnect Technologies**, *Marketing Consultant* – Created business-to-business (B2B) go-to-market strategy for new product, evaluated ten possible new markets, including commercial aerospace, military, defense, and space, for highly technical product, and served as communication lead to company stakeholders, executives, senior engineers, and technical directors
- Emerging Business Market Experience to Greece and Turkey
- **Business-to-Business (B2B) Marketing and Leadership—Peer Coaching Track and Academies**, *Faculty-selected member*
- **The Consortium for Graduate Study in Management**, *Diversity Fellowship Recipient (full-tuition scholarship)*

San Diego State University

San Diego, CA | May 2005

Bachelor of Arts, Communication and International Relations; extensive coursework in music performance

- International study programs to Costa Rica (Spanish language) and Sweden (intercultural communication & international affairs)
- Awarded Fulbright Fellowship/Grant to Malaysia, sponsored by U.S. Department of State

VOLUNTEER EXPERIENCE

San Diego State University Aztec Mentor Program

San Diego, CA | 2016 – Present

San Diego State University Aztec Mentor Program provides an opportunity for students to gain valuable guidance on a variety of career-related topics including one-on-one advice, networking, interviewing, and job shadowing

Mentor

- As a mentor, I have had the opportunity to share my background, experience, knowledge, and expertise — and give back to the San Diego State Aztec community!

Management Leadership for Tomorrow

Remote | 2012 – 2015

Management Leadership for Tomorrow is a career preparatory and professional development program prior to, after entering and finishing graduate business school including mid-career development and networking

Fellow, MBA Programs

- Volunteer my time for applicant interviews, informational and mock interviews, and other career questions and answers

Sitar Arts Center

Washington, DC | 2010 – 2013

Volunteer Faculty - Music Theory

- Taught music theory to beginning and intermediate level students ages 8- to 13-years old in small group lessons

ADDITIONAL

- **Personal interests:** mountain biking, investing, playing trumpet, studying music theory, new technology, travel



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

RECEIVED
DEC 06 2021
CITY CLERK

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on **Monday, December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: Julie Russo

Address: [Redacted]

Phone: [Redacted]

Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: La Jolla Institute for Immunology Title: Research Finance Analyst

Statement of Occupational Experience: Manages post award compliance on federal and non-federal grants and contracts for approximately 8 laboratories including but not limited to, allowability of charges, cost transfers, close out accounting and reporting, and annual reporting.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): N/A

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): I have a political science degree with a focus on international development. I have worked as an intern at the Irish Parliament, a sales associate in retail, an assistant at law firms and an accountant for nonprofits.

Highest Level of Education: Bachelor Degree

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Signature: [Handwritten Signature]

Date: 12/6/21

Submit application one (1) of two (2) ways:

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JULIE RUSSO

PROFESSIONAL EXPERIENCE

CONTACT La Jolla Institute for Immunology
San Diego, California

August 2019 - Present

Research Financial Analyst

- Manages post award compliance on federal and non-federal grants and contracts for approximately 8 laboratories including but not limited to, allowability of charges, cost transfers, close out accounting and reporting, and annual reporting.
- Monitors about 100 grants and \$28 million in grant funding (2021).
- Prepares financial forecasts on quarterly basis and upon request of principal investigators.
- Effects changes to accounting database(s) as a result of authorized changes agreed to in grants review meetings and in consultation with PI's and/or lab managers.
- Prepares all federal and non-federal financial reports.
- Works with manager and supervisor to develop processes and improve team efficiency.

EDUCATION

Bachelor of Arts, Politics
March 2015

University of California, Santa Cruz

Certificate in Accounting
June 2022

University of California, San Diego

2-1-1 San Diego

San Diego, California

April 2018 - August 2019

HR and Finance Assistant

- Reviewed timecards in ADP and resolved discrepancies with managers.
- Reconciled medical, vision and life insurance invoices with employee elections.
- Filed employee paperwork such as new hire packets, status changes and benefit elections.
- Coordinated preparation of monthly finance and contract reports for government contracts.
- Ensured purchase orders were accurate, approved and had adequate documentation.
- Communicated with vendors regarding necessary changes and/or disputes.

SKILLS

Advanced Microsoft Excel

Microsoft Dynamic 365

Photoshop

Quickbooks

ADP

SAP Concur

NetSuite

Pillsbury, Winthrop, Shaw, Pittman, LLP

San Diego, California

August 2016 – October 2017

Practice Assistant

- Directed and executed case monitoring, filing and communication for a large client.
- Sent correspondence forwarding legal documents to clients.
- Proofread and filed legal documents such as patent applications and pleadings.
- Created legal documents and assisted with digital creation of patent drawings.

Bradford & Barthel

San Diego, California

September 2015 – August 2016

Legal Secretary

- Prepared, drafted and executed final correspondence and documents from dictated texts.
- Prepared final legal papers such as pleadings, petitions, and settlement documents.
- Managed the diary system and checked files to ensure prompt attention to pending matters.
- Organized doctor appointments, depositions, interpreters, court reports and witnesses.

Santa Cruz Waldorf Elementary School

Santa Cruz, California

September 2013 – June 2014

Accounting Assistant

- Entered payments, monitored financial data and input newly admitted students' information.
- Responded to parent inquiries regarding tuition, rentals and other financial questions.
- Developed billing system for student instrument rentals utilizing Microsoft Excel.



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

NOV 29 2021 PM 03:13

Submit completed application to the City Clerk's Office no later than Thursday, December 9, 2021, by 5:00 p.m. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Monday, December 20, 2021, at 6:00 p.m.

RECEIVED
NOV 29 2021
CITY CLERK

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: CAROL WEISS

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume) FED. CIVIL SVC + NAVY RETIRED

Employer: RETIRED PARALEGAL Title: _____

Statement of Occupational Experience: PARALEGAL SPECIALIST;
RETIRED NAVY - OFFICE WORK

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): CURRENT - SAN DIEGO ZOO - OFFICE;
LG HISTORICAL SOCIETY - DOCENT; LG LIBRARY
FRIENDS BOOKSTORE VOLUNTEER; ACTIVE IN MILITARY ORGANIZATIONS - NATL + LOCAL

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): LG RESIDENT SINCE 1968; INTERESTED
IN GROWTH OF LEMON GROVE; SERVED ON PAST ADVISORY COMMISSION

Highest Level of Education: 14

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: Carol Weiss

Date: 11/29/21

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: [Applications mailed to City Hall **MUST** be postmarked by December 9, 2021, 5PM to be considered] City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945

CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION APPLICATION



Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: *[Applications mailed to City Hall **MUST** be postmarked by December 9, 2021, 5PM to be considered]* City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945



CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION

Purpose:

The Community Advisory Commission acts as a resident advisory/focus group to the Lemon Grove City Council on myriad of topics and issues. The Community Advisory Commission consists of three (3) permanent Lemon Grove residents appointed by the City Council to serve a term of three (3) years. Ad hoc members, also appointed by the City Council, are open to Lemon Grove residents. The Commission once appointed will serve as a City Budget Review Committee.

Requirements:

The minimum requirements for Community Advisory Commission:

1. Must be 18 years of age
2. Register to vote in the City of Lemon Grove
3. Must live in the City of Lemon Grove

Term(s) of Office:

Community Advisory Commissioners appointed will serve a three (3) year term, January 1, 2022 through January 1, 2025.

Meeting Time/Location:

Meeting day and time will be determined by the Commission once appointed by the City Council. The first meeting of the Community Advisory Committee will take place January 2022. Meetings will be held at the Lemon Grove Community Center, 3146 School Lane.

Compensation:

None.

Financial Disclosure:

All Community Advisory Commission Members must submit Conflict of Interest Statements (**FPPC Form 700**) and complete **AB 1234 Ethics training**.

Responsible Department:

City Manager's Department/Administration



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

Submit completed application to the City Clerk's Office no later than **Thursday, December 9, 2021, by 5:00 p.m.** Applications received passed the deadline will not be considered. The City Council will conduct interviews on Monday, **December 20, 2021, at 6:00 p.m.**

CHECK POSITION DESIRED

- Permanent Member
- Ad hoc Member
- Both

CONTACT INFORMATION

Name: _____ Address: _____

Phone: _____ Email Address: _____

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: _____ Title: _____

Statement of Occupational Experience: _____

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): _____

What experience or special knowledge can you bring to the Community Advisory Commission? (Attach additional sheet if necessary): _____

Highest Level of Education: _____

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: _____ **Date:** _____

Submit application one (1) of two (2) ways:

1. Email: amalone@lemongrove.ca.gov, Deputy City Clerk
2. Mail or Hand Deliver: **[Applications mailed to City Hall MUST be postmarked by December 9, 2021, 5PM to be considered]** City of Lemon Grove, City Hall, Attn: Deputy City Clerk, 3232 Main Street, Lemon Grove CA 91945

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPOINTING THREE PERMANENT MEMBERS TO THE
COMMUNITY ADVISORY COMMISSION FOR STAGGERED TERMS**

WHEREAS, On November 19, 2021 a Vacancy Notice was posted for three permanent members of the Community Advisory Commission; and

WHEREAS, applications were accepted until Thursday, December 9, 2021 5:00 p.m.; and

WHEREAS, the persons appointed to fill three permanent positions on the Community Advisory Commission with staggered terms; and

WHEREAS, through the recruitment process, six (6) residents expressed interest in serving on the Community Advisory Commission; and

WHEREAS, on December 20, 2021, interviews were conducted at a Special City Council Meetings; and

WHEREAS, the City Council appointed three persons to fulfill the permanent positions for a set term.

(NAME OF APPOINTED AND TERM – TBA)

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lemon Grove, California, hereby approves the appointment and terms of the permanent members of the Community Advisory Commission.

PASSED AND ADOPTED on December 20, 2021 the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021- ____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved As To Form

Kristen Steinke, City Attorney

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPOINTING AD-HOC MEMBERS TO THE COMMUNITY
ADVISORY COMMISSION**

WHEREAS, on November 19, 2021 a Vacancy Notice was posted for ad-hoc members of the Community Advisory Commission; and

WHEREAS, applications were accepted until Thursday, December 9, 2021, 5:00 p.m.; and

WHEREAS, the persons appointed to fill ad-hoc positions on the Community Advisory Commission, as determined by the City Council; and

WHEREAS, through the recruitment process, six (6) residents expressed interest in serving on the Community Advisory Commission; and

WHEREAS, on December 20, 2021, interviews were conducted at a Special City Council Meetings; and

WHEREAS, the City Council appointed ad-hoc positions.

(NAME OF APPOINTED – TBA)

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lemon Grove, California, hereby approves the appointment and terms of the ad-hoc members of the Community Advisory Commission.

PASSED AND ADOPTED on December 20, 2021 the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021- ____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved As To Form

Kristen Steinke, City Attorney