



NOTICE AND CALL OF A SPECIAL MEETING OF THE LEMON GROVE CITY COUNCIL

PLANNING COMMISSION INTERVIEWS - AGENDA

LEMON GROVE COMMUNITY CENTER
3146 SCHOOL LANE, LEMON GROVE, CA 91945
TUESDAY, JUNE 21, 2022 4:30-6:00PM

For everyone's protection, all attendees must maintain a safe social distance. Face coverings are optional but strongly recommended during the meeting.

NOTICE IS HEREBY GIVEN THAT that a Special Meeting of the City Council of the City of Lemon Grove, California, will take place at the Lemon Grove Community Center, 3146 School Lane, Lemon Grove, CA on Tuesday, June 21, 2022 at 4:30pm. The business to be transacted at the special meeting will be as follows:

Call to Order

Pledge of Allegiance

Planning Commission Interviews

Adjournment

AFFIDAVIT OF POSTING

State of California)
County of San Diego) ss.
City of Lemon Grove)

I, Audrey Malone, City Clerk, for the City of Lemon Grove, hereby declare under penalty of perjury that this notice was posted on the bulletin board in front of City Hall, 3232 Main Street, Lemon Grove, California and on the City Website on or before June 20, 2022 prior to 4:30 p.m.

Audrey Malone

Audrey Malone
City Clerk

"Best Climate on Earth"

CITY OF LEMON GROVE, CALIFORNIA 3232 MAIN STREET, LEMON GROVE, CA 91945

(619) 619-825-3800

WWW.LEMONGROVE.CA.GOV



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Meeting Date: June 21, 2022
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 and
Audrey Malone, City Clerk, amalone@lemonrove.ca.gov
Item Title: **Planning Commission Vacancy Interviews and
Appointment**

Recommended Action: Conduct interviews and appoint two applicants to serve on the Planning Commission for four year terms.

Summary: Two four-year terms on the Planning Commission are expiring on June 30, 2022. Those two expiring terms are held by Robert "Bob" Bailey (Chair) and Steven Browne (Vice Chair). Bob Bailey has not applied for another term on the Planning Commission. Steven Browne has applied for another term on the Planning Commission.

A Planning Commissioner Vacancy Notice was prepared and posted to the City website, the bulletin board in front of City Hall, and the bulletin board at the Lemon Grove Community Center as well as on the city's social media platform.

Applications were made available Monday, May 9, 2022 digitally on the City website and hard copies at City Hall. The deadline to submit an application was 5PM, Tuesday, June 7, 2022.

A total of 14 applications were received (**Attachment A**). Qualifying applicants are required to be residents of the City of Lemon Grove and registered voters for the City, as stated on the application. As of the writing of this staff report, all of the applicants have been confirmed through the Registrar of Voters to meet those requirements.

The table below shows a complete list of the applicants in alphabetical order by last name.

	Last Name	First Name
1	Beck	Michael
2	Brady	Travis
3	Browne	Stephen
4	Burns	John
5	Clancy	Jessica
6	Clark	Jacquelyn
7	Fitch	Deborah
8	Galford	Jeffrey
9	Heredia	Jessyka
10	Ogul	Jeremy
11	O'Leary	Evan
12	Robertson	Brian
13	Sundberg	Jason
14	Vega	Victor

Using the previously established interview method to appoint a Planning Commissioner, interviews will be conducted as follows;

- Interviews will be conducted in open session at the City Council Chambers to ensure transparency and unbiased treatment,
- Each applicant has been informed to prepare a three minute statement (which will be timed), and
- At the conclusion of the applicant's statement the Mayor will call on each Councilmember individually, who will have a total of two minutes to ask one relevant question of the applicant and receive their response, this will also be timed. Additional time or extra questioning **WILL NOT** be permitted to ensure impartiality.

After the City Council has completed all interviews, the Council will conduct deliberations and prepare to vote to fill the Planning Commissioner vacancies. Each Councilmember will be called on to share their top two choice applicants, followed by further deliberation. At the conclusion of deliberation, Council will come to a decision, appointing two of the 14 applicants to serve on the Planning Commission for four year terms.

Environmental Review:

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

Fiscal Impact: Members of the Planning Commission are compensated \$50.00 per meeting attended. The proposed budget includes the cost to hold six (6) meetings per fiscal year.

Public Notification: None.

Staff Recommendation: Conduct interviews and appoint two applicants to serve on the Planning Commission for a four year terms.

Attachments:

Attachment A – Applications from the 14 qualifying applicants (*Redactions include address, phone number, email address, and signature.*)

Applications



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED MAY 18 2022 CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Michael Beck Address: [Redacted] Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Veterans Affairs (VBA) Title: Legal Admin Specialist Statement of Occupational Experience: VSN, Paralegal 11-years, Home Inspector - 15 years

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): None

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): Homeowner in LG, 23 years, Home Inspections & General Contracting 15 years, Construction Defect litigation Paralegal.

Highest Level of Education: AAS

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: [Redacted] Date: 5-18-22

- Submit application one (1) of two (2) ways: 1. Email: amalone@lemongrove.ca.gov, City Clerk 2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

MICHAEL A. BECK

Cell: () E-mails:

SUMMARY OF QUALIFICATIONS

I am an organized, quick learner, problem solver and team player with a strong work ethic loyalty to the VA and the veterans. I am always open to and encourage change and new challenges and strive for customer satisfaction above all. I have skills as a Claims Assistant, VSR and a professionally educated and trained Legal Secretary and Paralegal. I am highly computer literate and very comfortable with technology, office machines and customer contact either in person or on the telephone. I can understand and apply information that is contained in directives and manuals. I am a very decisive person and commit to my decisions and actions while still being open and available to new information in order to assist customers and meet organizational goals. I have skills in writing that reflects professionalism and organization and the ability to work under time pressure and maintain self-control while managing workload and prioritizing.

WORK EXPERIENCE

VBA Public Contact San Diego August 2021 to present

Legal Administrative Specialist – Counsel Veterans in filing of compensation claims. Advise, provide forms and assist in completion of forms for various VA benefits including Compensation, Pension, Education, Dependency and all other benefits offered by the VA.

VBA VSC San Diego December 2019 to August 2021

Veterans Service Representative – Research, identify and analyze evidence in development of compensation claims in preparation for rating. Contact Veterans as necessary to obtain and/or clarify information. Incorporate current rules and regulations in decision making. Perform ancillary duties to include obtaining SSD records upon request, ordering records from ARCIS, establishing EPs for supplemental claims.

I am currently training and working a 6 month temporary assignment in Public Contact, side by side with Legal Administrative Assistants, counseling Veterans and dependents, explaining benefits and responding to Veteran requests for information, records and correspondence.

VBA IPC San Diego November 2018 to December 2019

Claims Assistant – Daily use of VA software programs including Microsoft Word, Excel, VBMS, Share, Capri, Covers, Caseflow, Vacols, MAPD, Outlook, Skype, Aspen and the Centralized Mail Portal to examine and correctly establish EPs and redirect incoming mail. I interpret, analyze and update Veterans records in the appropriate database to ensure that their information is current and accurate. This process requires the navigation through the multiple VA database applications set out above. I regularly make determinations as to the type of benefit sought from the veteran and update and establish veterans claims in the VA database according to the documents that the veterans submit for processing and in accordance with VA procedures and policies. I prepare, edit and format correspondence to veterans, ensuring proper punctuation, grammar and spelling. I am detail oriented and organized to ensure that the documents submitted by the veterans are entered in the VA database for accountability. I can work independently with little to no supervision on claims establishment, data processing and other collateral duties including preparation of hospital reports and DUPC repair. I communicate with peers and supervisors making suggestions for alternative procedures and training that could be beneficial to the efficiency of the department in order to reach a higher level of productivity and exceed the set goals. I make daily telephone calls to veterans to obtain missing or outdated information and prepare appropriate call records and file notes.

Harbor Pest Control

March 2003 to November 2018

Termite Inspector - Performed termite inspections for customers as well as follow-up yearly inspections. Sold work for the company and assigned to other personnel. I used Microsoft Word and Visio daily to prepare home termite inspection reports and prepared and mailed correspondence including bids to potential customers. I placed daily telephone calls to customers in addition to meeting with them in person to work with them to assess their needs, provide information and assistance, answer questions, thoroughly explain products and the benefits of the company's services in addition to scheduling new and subsequent appointments and ultimately

resolving their pest control problems satisfactorily. Assisted in training and supervision of new employees to teach skills, rules and regulations and prepare them for State licensing examinations. I worked independently with no direct supervision. I was motivated to achieve and set well-defined goals that were in line with the goals of the organization.

Various San Diego law firms October 1992 – March 2003

Paralegal – Prepared, supervised preparation and proofread all documents for grammar, spelling and completeness. Identified regulations, laws, rules that explain facts, data, or other information and prepared summaries of same including summaries of depositions. Reviewed and prepared evidence for trial and interpreted case law, existing statutes and rulings in the preparation for trial. Provided word processor and procedural training to secretaries and other staff. Scheduled and attended site visits at client's homes working directly with homeowners to answer questions during inspections and construction defect testing. Performed research for trial preparation which included gathering evidence, interviewing witnesses, internet research and law library research. Ensured HOA governing documents were properly prepared and recorded. Conducted interviews with witnesses and expert witnesses in preparation for trial. Communicated clearly and concisely in writing and orally with attorneys, experts, clients and co-workers via emails, meetings, telephone and in person to ensure every effort to assist clients in preparing cases and evidence for trial.

Legal Secretary - Responsible for maintenance of full daily calendar for two attorneys at once, scheduling of all appointments, court deadlines, document preparation and filing deadlines and screening of all telephone calls. Used Microsoft Word and Excel to prepare, proofread and ensured proper punctuation, grammar, spelling, completeness and proper formatting of all documents. Requested examinations and solicited opinions from medical experts to assist in preparation of personal injury cases. Designed and prepared PowerPoint presentations for meetings and seminars. Maintained alpha-numeric filing system of client files. Ordered documents from expert witnesses and scheduled depositions for clients. Prepared, updated and maintained spreadsheets for trial preparation by researching case files, internet, law library and interviewing clients.

Stichler Design Group November 1991 - September 1992

San Diego, California

Office Manager - Responsible for the operation of on-site office provided to supply administrative support to both the architects and postal construction managers during the construction of the Carmel Ranch Post Office. Developed office policies, maintained and ordered all supplies. Analyzed office workload for proper assignment and determined future staffing needs. Performed word processing and database management. Received, sorted and distributed all mail, maintained records, filing system and blueprints and received, screened and directed all telephone calls.

Temporary positions

July 1990 - October 1991

San Diego, California

Legal Secretary - Worked full-time, while attending college for three temporary agencies including: Legal Staff, Exclusively Legal and Select Temps. Held various positions in the legal and administrative field performing legal administrative duties and word processing.

United States Navy

June 1986 - June 1990

San Diego, California

Personnelman Third Class – Was responsible for the preparation of legal documentation and administrative support to the Captain, Executive Officer and crew. Supervised, trained and assisted junior personnel in personal computer usage and legal and administrative duties. Voluntarily detached temporarily to an unmanned minesweeper command in San Francisco to become manager of the legal and administrative office for one year during the Persian Gulf War. Maintained crew service records, files and prepared separation/transfer documents including DD-214s. Prepared and issued identification and liberty cards and prepared and distributed daily Plan of the Day. Responsible for knowledge and maintenance of published USN guidelines, regulations and all service records.

EDUCATION

Harbor Pest Control 2003 – 2018
San Diego, California

Attended monthly seminars and online training courses to complete 40 hours of continuing education for two Branch licenses, required by the State to renew every 2 years

San Diego City College 1995 - 1996
San Diego, California

Courses in Spanish and Economics.

Kelsey Jenney Business College August 1990 - October 1992
San Diego, California

AAS, Associates of Applied Science degree, majoring in paralegal and legal secretarial studies, with numerous courses in legal office procedure, legal research, word processing, database management, timekeeping, business management, office management and procedure, office administration, public speaking/presentations, accounting and business communications.

Executrain (Advanced training in operating systems and word processing) 1994 - 1996

Attended and passed six courses providing advanced training in Microsoft Windows, Microsoft Word and Microsoft Excel software

LMET (Leadership, Management and Educational Training) Course - USN (2 weeks) September 1988

Course teaching skills in successfully leading and managing personnel

Petty Officer Training Course August 1988

Course teaching supervisory skills and professional conduct as a petty officer

PROFESSIONAL LICENSES

Branch 2 and Branch 3 Field Representative termite and pest control licenses

EXTRACURRICULAR ACTIVITIES

Home improvement, golf and guitar

ACCOMPLISHMENTS

- Received merit award as a GS5 Claims Assistant for exceptional performance.
- Passed SPCB California applicator's examination within first week of employment, passed Branch 2

examination within 2 months of employment and passed Branch 3 examination within 1 month of moving into termite department

- Created a commission schedule for termite inspectors and repairman to encourage fairness and accountability
 - Routinely called upon to deal directly with unhappy customers and to repair items broken by others while on customer property
-
- Graduated in top 1% of class at Kelsey Jenney College. Student of the Quarter. 4.0 GPA.
 - Received two letters of commendation in USN for emergency administrative support during Persian Gulf operations
 - Honorably discharged from the United States Navy
 - Type 75 words per minute

REFERENCES

Gladly provided upon request



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
MAY 25 2022
CITY CLERK

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CONTACT INFORMATION

Name: Travis Brady Address: [Redacted]
Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: City of San Diego - Department of Finance Title: Finance Analyst IV

Statement of Occupational Experience: Experienced budget analyst.
Developed and drafted City of San Diego's \$808.9 million Fiscal Year 2023 Proposed Budget.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): None.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): I bring over a decade in public sector experience with the City of San Diego, including: Economic Development, Debt Management, Transportation, and Department of Finance. I bring real-world experience and understand the limitations local governments face and the importance of diversity, equity, and inclusion.

Highest Level of Education: Masters in Public Affairs

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: [Redacted] Date: 5/25/2022

- Submit application one (1) of two (2) ways:
1. Email: amalone@lemongrove.ca.gov, City Clerk
 2. Mail or Hand Deliver to: *[Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered]*
City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

Travis Brady

Professional Experience

City of San Diego, Department of Finance
Finance Analyst II & III & IV

February 2020 to Present

Perform various difficult accounting and budgetary tasks; review, develop and prepare the Citywide budget (CIP and O&M) and monitoring reports; maintain, compile and review various sets of complex financial records and financial statements; process accounts payable and payroll; plan and analyze and install modifications in financial systems and forecasts; monitor and recommend internal controls related to financial reporting, and perform other duties as assigned.

- Developing FY 2021 Proposed Budget and May Revision
- Developing Volume II of the Fiscal Year 2021 Adopted Budget and Fiscal Year 2022 Proposed Budget
- Developing Volume III of the Fiscal Year 2022 Adopted Budget and Fiscal Year 2023 Proposed Budget
- Drafting FY 2021 Year-End FY 2022 Mid-Year, and FY 2022 Year-End CIP Budget Monitoring Report
- Drafting various section of Volume I of the Fiscal Year 2021 Adopted Budget and FY 2022 Proposed Budget
- Drafting various CIP-related section of Volume I of the Fiscal Year 2022 Adopted Budget and Fiscal Year 2023 Proposed Budget
- Reviewing, processing, and posting budgetary transfers (FMBBs) in the Capital Improvements Program (CIP)
- Reviewing, processing, and posting budgetary transfers (FMBBs) for various operating funds and special revenue funds
- Creating, reviewing, processing, and posting journal entries (JEs)
- Reviewing and releasing new CIP projects
- Creating FY 2021 GASB 54 JE and financial statements (interim and year-closing) for Engineering & Capital Projects fund (#720057)
- Coordinating Front Matter for all three volumes of the Fiscal Year 2021 Adopted Budget.
- Validating and developing Volume I Summaries and Schedules for the Fiscal Year 2021 Adopted Budget
- Implementing Budget Narratives and Performance Management section of Volume II of the Fiscal Year 2021 Adopted Budget
- Assisting in Appropriation Ordinance development
- DoF Liaison for the following departments: Engineering & Capital Projects, Communications, Office of Race and Equity, Office of the Chief Operating Officer, Office of the Chief Financial Officer, Office of the Assistant Chief Operating Officer, and the General Services Branch.
- Developing complex salary projections for various departments, including Communications, Government Affairs, and the Mayor's Office
- Budget Review Committee and Referral Memo coordination
- Supervising three full-time equivalents (one Finance Analyst III and two Finance Analysts II)
- Operating Budget lead for CIP Section
- CIP Budget lead for CIP Section

City of San Diego, Transportation & Storm Water
Senior Management Analyst

March 2017 to February 2020

Perform complex analyses in determining potential impacts to departmental budget; assist in making short and long-range revenue/cost projections on a project basis; prepare reports and recommendations for City Executives and City Council; and track and monitor key performance indicators.

- Developing Budgets and Budget Monitoring Reports for TSW-TEO \$10 million budget.
- Processing FMBBs to clean budget deficits, fund emergency projects, including \$1.5 million in storm drain emergencies. Process Project Setup forms and Requests to Close. Monitoring status and activity of all TSW projects.

Travis Brady – page 2

- Managing the Transportation Alternatives Program (TAP), a City-sponsored employee benefit. The program includes Mass Transit passes, Carpool vouchers, and Vanpool reimbursement.
- Analyzing labor costs and determined transferring TAP administration to a Third-Party Administrator (TPA) would be most cost effective and efficient solution to commuter benefits. Implementation to occur in FY 2020.
- Tracking transit-related expenditures related to TransNet Maintenance of Effort (MOE).
- Identified \$17,000 in one-time saving/MTS reimbursement from incorrect TAP invoices from July-March FY 2017.
- Documenting business processes and internal controls for all administrative staff functions, including cash handling and transit pass sales; written policies and procedures did not previously exist.
- Developing “New Employee Handbook” for all TEO staff.
- Introducing procedures and documentation and developed analysis that reduced City Auditor recommendations for TAP by 75%; completed all recommendations assigned to TSW in 7 months.
- Introduced new payment processing procedures that resulted in over 85% timely invoice payments for three consecutive fiscal years (FY 2018 and 2019 and into FY 2020).
- Training staff in accounts payable processes, including Vendor Invoice Management, goods receipts, and ARIBA.
- Addressing benefit changes and benefit-related grievances with REOs, Human Resources, and other responsible parties/departments, including meet-and-confer and meet-and-inform.
- Processing benefit-related payroll reimbursements and deductions directly with Department of Finance – Payroll.
- Centralized Public Record Act (PRA) request coordination with division administrative staff instead of engineers.
- Developing Budgets and Budget Monitoring Reports for TSW \$170 million capital program.
- Managing the Transportation Alternatives Program (TAP), a City-sponsored employee benefit. The program includes Mass Transit passes, Carpool vouchers, and Vanpool reimbursement.
- Developing, tracking changes to, and submitting amendments to SANDAG’s Regional Transportation Improvement Program (RTIP).
- Coordinating with Public Works Department and Department of Finance on various project-related issues, such as unfunded needs, funding swaps, and project close out.
- Monitoring all TSW CIP projects and all Transnet-funded projects.
- Developing strategies to help the City meet future TransNet Maintenance of Effort (MOE) obligations, such as increased employee transit subsidies and directed infrastructure improvements in transit-related areas.
- Researching and identifying FY 2019 discretionary capital expenses to fill \$87k TransNet MOE delta.
- Researching old developer funds for departmental use – recently discovered \$12.5 million in unused developer funds. Of which, \$9 million may be eligible for TSW.
- Supervising four full-time equivalents (one Administrative Aide II, one Word Processing Operator, one Account Clerk, and one Clerical Assistant II)

Education

Master of Public Affairs

UNIVERSITY OF MISSOURI, Columbia, MO

Pi Alpha Alpha – Public Affairs/Administration Honors Society

Bachelor of Arts – International Relations

(Minor – International Business)

ALLIANT INTERNATIONAL UNIVERSITY, San Diego, CA

Magna Cum Laude



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
JUN 07 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than

Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: STEPHEN BROWNE Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: DIOCESE OF SAN DIEGO Title: YOUTH DIRECTOR

Statement of Occupational Experience: IN MY CURRENT EMPLOYMENT I MUST INTERACT WITH VARIOUS PERSONALITIES AND SITUATIONS. MY STRONG COMMUNICATION SKILLS ARE VERY HELPFUL

List any past or current community or public service appointments with dates served (Attach additional

sheet if necessary): L.G. PLANNING COMMISSION LAST FOUR YEARS. L.G. DOWNTOWN BUSINESS IMPROVEMENT COMMITTEE 2001, L.G. STREET RESSERVING COMMITTEE 2012, L.G. CLEAN UP DAYS 2009, 2010, 2011 ETC.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional

sheet if necessary): MY FOUR YEARS CURRENTLY SERVING ON THE L.G. PLANNING COMMISSION. MY STUDING OF ARCHITECTURE DESIGN IN JR. COLLEGE. MY ONGOING UNDERSTANDING OF THE CITY'S PERMIT PROCESS

Highest Level of Education: JR. 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: [REDACTED]

Date: 6/7/2022

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

1. Email: _____, City Clerk
2. Mail or Hand Deliver to:
City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

STEPHEN BROWNE

[REDACTED]
Lemon Grove, CA 91945

Mobile: [REDACTED]
[REDACTED]

SUMMARY OF QUALIFICATIONS

Dedicated, career-focused professional with over 24-years of experience in youth ministry administration, business management, fundraising, youth and young adult spiritual direction, parish event coordination, Faith Formation, and Confirmation preparation. High ethical and quality standards, professional demeanor, with exceptional interpersonal skills. Focused on excellence in work performance and meeting parish goals and objectives. Open, honest, and respected youth director who leads by example and is effective in motivating youth and young adults to be engaged in building their relationship with Christ.

Core Competencies:

- Faith Driven
- Business Management
- Strategic Planning
- Community Outreach
- Fundraising
- Problem-Solving
- Team Building
- Event Planning
- Program Development
- Public Relations

Computer Proficiency: Microsoft Office

PROFESSIONAL EXPERIENCE

Santa Sophia Catholic Church
Youth Minister

September 2018 – Present
Spring Valley, California

- Responsible for the organization, coordination, implementation, and recruitment of Jr. High, High School Youth, and Young Adult Ministry programs consisting of weekly meetings (in-person and on-line), team-building, problem-solving, social events, and fundraising.
- Responsible for the coordination, implementation, outreach, and participation in all Confirmation retreats, 5th, 6th, 7th, and 8th grade retreats, Alpha retreats, Diocesan Leadership Camp, and Steubenville.
- Responsible for the organization, coordination, implementation, and outreach for the Alpha program which consists of helping parishioners and others learn about Christ and grow closer to the Catholic faith.
- Responsible for the coordination and implementation of monthly events (e.g. volunteer at the *First Saturday* homeless outreach and Harvest Crops Organization events).
- Participate in deanery programs, diocesan activities, and weekly staff meetings.

Accomplishments:

- Increased membership in Jr. High & High School Youth Ministry Programs (85%)
- Jr. High Ministry involvement in East County Deanery bi-monthly.
- Created the Young Adult Program with 12 members (3 out-of-state)
- Successful fundraising events (e.g. Talent Shows, Musical Theater, Christmas Wreath Sale, "Keep Christ in Christmas" Sunday's and Santa Pictures.)
- Successful fundraising for World Youth Day
- Implemented faith-based community service activities (e.g. feeding of the homeless in downtown San Diego on 1st Saturdays, engaging youth with the elderly community through visitation, Annual Senior Thanksgiving Appreciation Dinner)

**St. Pius X Jamul Catholic Church
Youth Minister**

**December 2017 – Present
Jamul, California**

- Responsible for the organization, coordination, implementation, and recruitment of Jr. High and High School Youth Ministry programs consisting of weekly meetings (in-person and on-line), team-building, problem-solving, social events, and fundraising for about 20 youth/week.
- Responsible for the coordination, implementation, outreach, and participation in all Confirmation retreats, Diocesan Leadership Camp, and Steubenville.
- Responsible for the coordination and implementation of monthly events (e.g. volunteer at the *First Saturday* homeless outreach and Harvest Crops Organization events).
- Participate in deanery programs, diocesan activities, and weekly staff meetings.

**St. John of the Cross
Youth Director**

**May 1994 – August 2017
Lemon Grove, California**

- Responsible for a large comprehensive youth and young adult program to include spirituality, social action, community building, and guidance.
- Responsible for recruitment of youth and young adult parish members to engage in youth group activities.
- Facilitate networks between the needs of individuals, the parish, and the community with professional or volunteers that can be of service.
- Coordinated 7 World Youth Day and 2 parish trips to Hawaii with pastor.
- Organized successful parish fundraising events and community outreach events.
- Faith Formation and Confirmation preparation Educator

Accomplishments:

- Advisor to an average of 80 youth annually for past 23 years
- Developed current youth and young adult program
- Created a partnership with Harvest C.R.O.P.S which harvests fruit to distribute to local shelters and food pantries.
- Created and organized Annual Senior Citizen Appreciation Thanksgiving Dinner for up to 250 senior citizens for the past 21 years.
- Organized and participated in the Annual Lemon Grove Clean Up Day where youth members work with the community to paint, sweep, pick up trash, pull weeds, and provide general cleaning to the Lemon Grove Community.
- Organized 7 pilgrimages for World Youth Day with the Pope with approximately 50-150 participants since 1997.
- Led fundraising efforts to raise from \$60,000-\$500,000 to give low income youth and young adults the ability to participate in World Youth Day and other retreats and spiritual events.

EDUCATION

Youth Director Training Program Certification
Diocese of San Diego

Certificate in Business Management
Professional Services of California

Diploma
Mount Miguel High School, Spring Valley, California



RECEIVED
May 31, 2022
CITY CLERK

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CONTACT INFORMATION

Name: John Burns

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: HP, Inc.

Title: World Wide Product Manager

Statement of Occupational Experience: Leading HP's sustainability initiatives for personal computing.
Current role is focused on understanding a problem, understanding the customer requirements, and working within
the established systems and regulations to drive action and delivering desired solutions.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): While not appointments, I have 12 years working for municipal governments in creating strategic plans,
disaster recovery, continuity of operations of police and fire, GIS mapping, fiber optic planning and design
for city infrastructure, development of wireless service for City. Past President of GMIS-IL.

(Government Management Information Sciences)

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): Strong technical background to understand tools, with current career focused on sustainability.

4 years Commercial Real Estate IT Director for CBRE, 8 years IT Manager for City of Woodstock IL, 3 years Infrastructure Manager
for City of Loveland CO. ArcGIS experience. Coordinator during 2013 Loveland flood and FEMA liaison. Proud son of Fire Chief (FL).

Highest Level of Education: Bachelor's Degree, MIS

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 CONFI

Signature: [REDACTED]

Date: 5/30/2022

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

1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: **[Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered]**
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APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED JUN 07 2022 CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Jessica Clancy Address: [Redacted] Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Clancy Contracting Title: Estimator / Project Manager

Statement of Occupational Experience: Civil Engineer with 12 years of experience in managing construction and restoration projects. Also possess a master's degree in Real Estate Valuation.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): None.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): Not only is my profession closely related and have taken courses in urban planning in order to get my degrees, but it is also a field of great interest to me. Please see my attached resume for more in-depth information about my prior experience.

Highest Level of Education: Graduate - Master's 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: [Redacted] Date: 6/7/2022

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

- 1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

Jessica Clancy

Mobile: [REDACTED]

PROFILE

- Civil Engineer with 12 years of experience as a Construction Project Manager for government, commercial and industrial sectors.
- Fast-learning and highly independent professional with excellent analytical, planning, prioritizing and organizing skills.

WORK EXPERIENCE

2018-pres. **Estimator / Project Manager** - Clancy Contracting Services

- Estimating and managing government, institutional and commercial projects.
- Creation of estimates and price proposals for demolition, hazmat and mitigation/restoration projects.
- Complete project oversight for all phases from planning, pre-construction, construction and close-out.
- Experience working with complex bid packets for government, military and institutional clients.
- Creation of AHA, work plans, OSHA and APCD notifications, as well as all project-specific submittals.
- Creation and implementation of new estimating spreadsheets and standardization of company forms.

2017-2018 **Project Manager** - Apex Contracting & Restoration

- Restoration project management for insurance and private work.
- Worked with estimators and job supervisors to manage progress and budgets.
- Managed and kept track of around 50 projects simultaneously.
- Analyzed project profitability, revenue and margins.
- Developed contracts, proposals and Xactimate estimates for residential and commercial restoration.

2012-2016 **Construction / Facilities Manager** - 7-Eleven Mexico

- Construction and facilities management for convenience stores and gas stations.
- Worked as a project manager for internal client coordinating with different company departments, contractors, permits and public utilities for turn-key delivery of new stores and gas stations.
- Coordination of multiple simultaneous job sites among two states.
- Investment project evaluation and costs.
- Planned and coordinated remodeling projects for operating convenience stores.
- Implementation of maintenance cost-saving projects.
- Coordination of preventive maintenance schedule.

2011-2012 **Project Engineer Construplan** (Ford Motor Company HSAP – Construction Commodity Management office)

- Coordination of construction, maintenance and facilities installation projects:
- Managed complex renovation and maintenance projects under extreme time constraints.
- Coordination and oversight of multimillion-dollar projects for plant expansion and new vehicles launch.
- Responsible for the team of project supervisors, subcontractor bids management and client reporting.

EDUCATION

- Master in Real Estate and Industrial Valuation
Instituto Tecnológico de la Construcción (Mexico)
- Certified as AHERA Asbestos Contractor Supervisor since 2018.
- Bachelor in Civil Engineering
Universidad de Sonora (Mexico)
- Certified as Water Damage Restoration Technician by the IICRC since 2019



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CONTACT INFORMATION

Name: Jacquelyn Clark Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: County of San Diego Title: Associate Accountant

Statement of Occupational Experience: I have over 20 years of combined experience reviewing, planning, implementing and gaining thorough understanding of policies and procedures in non-profits, local governments and private industry and how to utilize them successfully. (PLEASE SEE PAGE 4 OF RESUME FOR ADDITIONAL INFORMATION)

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): PLEASE SEE ATTACHED RESUME UNDER COMMUNITY SERVICE AND SOCIAL ADVOCACY

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): As an Accountant and having experience in local government it is easy to bring a perspective of balance. In accounting, the books must balance and to balance the information provided must be accurate and provided in a timely fashion. My accounting skills will help identify inaccuracies and omissions that could be critical in the decision-making process and provide the best opportunities to make informed decisions. (PLEASE SEE PAGE 4 OF RESUME FOR ADDITIONAL INFORMATION)

Highest Level of Education: BS Accounting and some Masters degree coursework

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DocuSigned by: [REDACTED]
Signature: Jacquelyn Clark Date: June 7 2022

- Submit application one (1) of two (2) ways.
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Highlights of Experience

Current Responsibilities

2010 to Present County of San Diego, Health and Human Services Agency (HHS), Public Health Services-Maternal Child Family Health Services (MCFHS), Family Health and Preventive Services Unit, San Diego, CA:

Associate Accountant Child Health and Disability Prevention (CHDP)

Manage the Child Health and Disability Prevention- Treatment Reimbursement Program (CHDP-TR) which provides reimbursement for the diagnosis and treatment of conditions detected during CHDP screening exams for children who have no other health care resource.

- Approving Official for MCFHS Branch procurement card transactions in Oracle
- Review, approve and monitor transactions totaling, approximately \$300,000 annually for 4 procurement cardholders
- Maintain records, scan files and invoices, follow retention policies
- Create internal procurement card policy and update as needed
- Process temporary staffing invoices for payment, maintain ledger of payments and encumbrances
- Oversight and accountability for the \$1,000 Petty Cash fund, complete year end documentation
- Direct, collect and compile data of the estimated \$177,000 year-end inventory for branch and submit to Public Health Administration
- Lead Reviewer of Title 19 timestudies for approximately 40 Public Health Nurses, send, collect, review and train time studies, ensure proper descriptions and coding, reconcile to Kronos Timekeeping system.
- Review and prepare Title 5 Timestudies to send to State of California
- Monitor and stay within \$300,000 budget for Child Health and Disability Program Treatment Reimbursement Program (CHDP-TR)
- Create Child Health and Disability Program Treatment Reimbursement Policies and Procedures Binder outlining scope of program and provisions of participation
- Use the California State Licensing, Exclusion and Federal Debarment Lists and Office of Inspector General systems to vet providers in their respective fields
- Maintain and update policies for provider application process
- Maintain and update eligibility requirements, limits and scope of services, reimbursement criteria for medical and dental providers.
- Oversee monthly Medical and Dental claims and assess balances for Medical, Dental, Vision, Pharmacy and X-ray financial pools
- Coordinate claims processing in Oracle Financials with HHS Fiscal Services Support Division
- Research ORACLE Accounts Payable Inquiry module to confirm payments and reconcile warrant numbers
- Conduct quarterly CHDP-TR training to providers during CHDP In-Services
- Customer Service with HEART Branch Representative
- Quality Improvement team member
- Public Health Champions Branch Representative
- **Supervision:** 1 Account Clerk Specialist Supervise and coordinate functions and activities of one Account Clerk Specialist
 - Wrote the Performance Information Questionnaire to have Intermediate Account Clerk position reclassified and upgraded to Account Clerk Specialist

Previous Responsibilities
2003-2010 HHSA Fiscal Services Support Division

2005-2010 Staff Accountant

Department Coordinator Procurement Cards for HHSA:

Monitored department transactions, spending limits, and daily statuses of procurement card use. Prepared & submitted forms for cards and changes. Facilitated trainings and card pick up under 30- & 60-day rules. Reviewed and corrected POETA for Oracle entry, run "Invoice Interface Summary" process to move approved transactions to Accounts Payable for payment, reviewed bank performance reports, Monitored Oracle and Open Invoice Report & eliminated delinquencies. Reported repetitive purchases over \$25K/year to P&C. Reviewed transactions, reports and other information in Oracle Financials and US Bank, kept managers apprised of issues, concerns and general updates regarding procurement card program, obtained manager approval and worked with Department of Purchasing and Contracting to resolve Agency specific issues. Monitored, reviewed, and issued blank check stock to various programs as needed.

Preparation of Internal Service Fund (ISF) Processed cost re-allocations estimated at \$600,000 annually in Oracle Financials and journal entries for rent encumbrances and expenses for Pest Control (Agency wide), Responsible for vehicle depreciation, operation and maintenance and fuel for HHSA fleet of 300 vehicles. Collaborated with supervisor to seek development and use of Excel macros for more efficient and time saving methods. Communicated with Fleet Services, Agriculture, Weights and Measures and the Department of General Services to ensure accurate and updated billings and charges.

•**Continuous Controls Monitoring (CCM) for (HHSA)** Serve as Lead and **Back** up for Purchase to Payment and Procurement-Card modules designed to provide the County of San Diego reasonable assurance of the adequacy of internal controls when purchases are made by employees. Continuously monitoring fiscal transactions to prevent and detect errors, omissions, fraud, and misuse in HHSA. Control breaches are identified, investigated, and corrected. Potential weaknesses are flagged for immediate and future audits. Work and train in conjunction with Office of Audits and Advisory Services (OAAS).

• **Management Control Initiative:** Participant in the Design Phase and production Phases One and Two. To document and strengthen controls County wide for Risk Identification and Mitigation, Control Development and Environment, Documentation and assessment of effectiveness.

2010 Leadership Enhancement & Advancement Program (LEAP)-Graduate

Special Project: Child Welfare Services Foster Care Program Analysis of Disproportionality as a Cost Driver

Supervised: Account Technician and Account Clerk Specialist

2004-2005 Account Clerk Specialist /Petty Cash Custodian:

Agency Custodian of \$16,250 Petty Cash Trust Fund. Received, recorded and reimbursed petty cash fund, processed payments and recorded transactions in Excel spreadsheet. Compiled and analyzed financial records. Reconciled petty cash differences. Balanced daily petty cash activities, prepared accounts for distribution in Oracle. Audited expenditures per County and Administrative policies. Processed general claims. Entered reimbursement data in Oracle Financials.

2003 Pending File Clerk Responsible for the maintenance and distribution of over 600 warrants to qualified clients, Generating, and maintaining monthly reports, Reconciled, balanced, adjusted, and submitted daily warrant cancellations to the Auditor/Controller's office. Ensured that clients were properly identified, verified information for accuracy, adhered to strict confidentiality policies, Prioritized and achieved outcomes in timely fashion.

Supervised: 2 Account Clerk Specialists and 2 Accounting Technicians

Education: Bachelor of Science Accounting, University of Phoenix, San Diego, CA
General Education, Community College of Allegheny County, Pittsburgh, PA

Community Service and Social Advocacy

2022 Solis Policy Institute -Local Fellow Graduate: Gained invaluable knowledge in policy advocacy and leadership training that taught strategies and skills to implement policy and budget knowledge and have experiences in real time, with local elected officials.

2021 NAACP San Diego Environmental & Climate Justice Chair Collaborate and establish relationships with Community Based Organizations to discuss and address ways to mitigate environmental and climate injustices that threaten the health, safety and wellbeing of the communities of concern. Member of the Executive Committee represent Branch at State and National Environmental and Climate Justice meetings.

2020 MTS Ad hoc Steering Committee: APTA Independent peer review of MTS Transit Enforcement organization and policing practices to assist with recommendations for change.

2020 Climate Ambassador, San Diego Urban Sustainability Coalition (SDUSC) Climate Ambassador: Program received foundational education to help develop the skills and knowledge for becoming leaders in roles that promote environmental justice and climate equity.

2015- present: various Community Service including Black Infant Health Advisory Board, Perinatal Equity Advisory Board, Facebook Family for a Better Future Committee Member, Black Women of Excellence, BAPAC, 1619 National Celebration of Black Women Member-at-Large. 2008 -2014 Former Finance Director New Creation Church of San Diego responsible to report status of the church's finances to the Board Members and Department Heads. Oversee charitable giving requests from members and present to Finance Committee. Seek Board approval for capital improvements, renovations, leasing and building expansion. Review and monitor status of banking and investment accounts. Liaison between financial advisors and attorneys, authorize annual or periodic audits. Conduct Budget leadership workshops for all church leaders twice per year to establish goals and budget parameters. Meet monthly with Finance Committee -(Comptroller, Financial Assistant, Treasurers, Pastor)

2007 Previous Member San Diego Organizing Project Board of Directors

2005 -2007 Neighborhood Community Connection New Creation Church of San Diego

2003-2004 /2006-2009 Secretary: Founding Board Member Mercury San Diego Youth Track & Field

2001 to 2002 Volunteer: Neighborhood House Association Parent Congress, San Diego, CA

1998-2005 Volunteer: Lemon Grove School District/Grossmont Union School District, PTSA, Oversight Committee, Diversity Committee, School Site Council, Moving Beyond Diversity/Institutionalized Racism.

Statement of Occupational Experience:

I have over 20 years of combined experience reviewing, planning, implementing and gaining thorough understanding of policies and procedures in non-profits, local governments and private industry and how to utilize them successfully.

I have experience dissecting local government general funds, budgets, general plans, strategic plans, climate action plans, ordinances, laws, by-laws and other written policies and procedures.

What experience or special knowledge can you bring to the Planning Commission?

As an Accountant and having experience in local government it is easy to bring a perspective of balance. In accounting, the books must balance and to balance the information provided must be accurate and provided in a timely fashion. My accounting skills will help identify inaccuracies and omissions that could be critical in the decision-making process and provide the best opportunities to make informed decisions.

As a citizen who has recently taken the time to learn how to impact, change or introduce policy at the local level, I have a better understanding and working knowledge of processes and protocol that apply to governmental policies and practices. Using cross threading and drawing correlations and similarities to policies comes easy and it will add value to meetings and discussions.

Personal Statement:

I believe in a future that is diverse, inclusive and serves the needs of all and moves the needle for the greater good of all citizens.



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CONTACT INFORMATION

Name: Deborah Fitch Address: [Redacted] 91945
Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: County of San Diego Title: Protective Services Supervisor

Statement of Occupational Experience: A professional social worker active in various community organizations.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): Active with Spring Valley Revitalization Committee Working on a community plan for Spring Valley.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): The ability to study the issues and evaluate the pros and cons of city issues.

Highest Level of Education: Master's degree in Social Work (MSW)

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Signature: [Redacted] Date: 6/3/2022

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[REDACTED]
Lemon Grove, CA 91945

Phone [REDACTED]
Cell phone [REDACTED]
E-mail [REDACTED]

Deborah Fitch, MSW

Education

- August 1986-May 1990 San Diego State University- Master of Social Work (MSW)
- May 1976 San Diego State University- Bachelor of Arts in Political Science (BA)

Professional experience

Mental Health Specialist- Black Infant Health Program

November 2018-September 2020 BIH works to improve Black infant and maternal health, as well as decrease Black-White health and social inequities for women and infants.

- Enrolled women into both the BIH prenatal and postpartum programs while briefing assessing their fitness and willingness to complete the 10 week programs.
- Was responsible for providing and coordinating self-care activities for the staff of Black Infant Health
- Completed the Lactation Education Counseling certificated program and taught breast feeding classes at BIH.

May 2013-present Currently self-employed as a contract trainer for the Public Child Welfare Academy. Training Child Welfare Workers in the 5 Southern California counties on the new California Child Welfare Common Core

March 2007 to May 2013 Academy for Professional Excellence San Diego
Training and Curriculum Specialist

- The Public Child Welfare Academy is responsible for training Child Welfare Workers in 5 Southern California counties. I served as the agency liaison to San Diego and Imperial County as well as writing program curriculum.

May 2003-October 2004. County of San Diego, Health and Human Services, Central Region.

Protective Services Supervisor

- Coordinated Central Region FCNB efforts and the Domestic Violence Response Team.
- Supervised the collaborative social workers assigned to 4 area schools.

January 2000- May 2003. County of San Diego, Health and Human Services, Central Region Administration.

Management Administrative Position

- Assigned as an assistant to the Principal Administrative Analyst for the Central Region. Responsibilities and duties included preparing the monthly budget report and quarterly fund balance reports for the region.

- Central region coordinator for the Family Centered Neighborhood Based services of foster care. In that role I chaired the monthly regional guiding group meeting, liaison with both foster parents and community based organizations.
- Central region coordinator for the Domestic Violence Response Team. In that position I worked with the police, city and district attorney offices, Adult Protective Services, public health nurses, and the YWCA advocates.

December 1997- March 2003. County of San Diego, Health and Human Services.

Protective Services Supervisor

- Supervised a unit of protective services workers ranging in size from 8-14 workers. An emergency response unit that investigated allegations of child abuse and neglect and made recommendations for service plans.
- Served at the Children Services liaison for the family seasonal winter shelter programs in downtown San Diego. In that position I provided training for the shelter staff on child abuse reporting laws and responsibilities.

September 1986-December 1997. County of San Diego, Health and Human Services

Social Worker Supervisor

- Supervised child care workers at the County receiving home in caring for children brought in to custody due to neglect and allegations of child abuse.
- Later supervised court continuing services social workers. These workers were responsible for monitoring children in foster care, supervising visits and reporting back to juvenile court judges.

Professional memberships

National Association of Black Social Workers- steering committee representative

Community activities

San Diego People of Color Quilt Guild- Quilt show chairperson

Black Infant Health (BIH) Community Council

San Diego Association of Black Social Workers- Vice-president

Curriculum

Working with the African American father: The Forgotten Parent “ 2009

Development

Understanding MEPA- online course

Advanced Interviewing Techniques for Continuing Services- 2010

Trainings

Common Core Curricula for Child Welfare Social Workers 3.0
Orientation to Child Welfare, Values and Ethics and Fairness & Equity
Mental Health First Aid USA – certified trainer
Emotional Emancipation Circles – certified trainer

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CONTACT INFORMATION

Name: Jeffrey Galford Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Veterans First Title: Loan Officer

Statement of Occupational Experience: Evaluate and authorize the approval of business, real estate, or credit loans. Duties include updating account records and reviewing loan files

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 Planning Commission? (Attach additional sheet if necessary): I work with real estate agents, escrow companies

and appraisers over all 50 states. I have an understanding of planning for new built construction and issues that develop from the homeowners making upgrades or repairs to their home
Highest Level of Education: Bachelor's degree in business from UOP

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Signature: [REDACTED] Date: 6/7/2022

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CONTACT INFORMATION

Name: JESSYKA HEREDIA

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: SELF EMPLOYED

Title: OWNER- HAIR SALON

Statement of Occupational Experience: 24 YEARS SMALL BUSINESS OWNER WITH EXPERIENCE IN LICENSING, PERMITS, CUSTOMER SERVICE AND BUSINESS SAVY .ORGANIZED, PUNCTUAL & EASY TO WORK WITH.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): 2022 CAC MEMBER, LEMON GROVE IMPROVEMENT COUNCIL 2021- CURRENT, INVOLVED IN RUNNING CLUB, HOOKED ON BOOKS LG BOOK CLUB, LEMON GROVE WOMENS CLUB, GARDEN AND NATURE CLUB, LEMON GROVE BID, AND LEMON GROVE SUPPORT LOCAL

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): BEING SO INVOLVED IN THE COMMUNITY I HAVE A GOOD UNDERSTANDING OF THE COMMUNITIES DESIRES AND NEEDS. I AM OPEN MNIDED AND INTERESTED IN OTHERS PERSPECTIVES. DIPLOMATIC APPROACH TO DECISION MAKING. I WANT WHAT IS BEST FOR MY CITY AND BUSINESSSES.

Highest Level of Education: 2 YEARS TRADE SCHOOL, COMMUNITY COLLEGE

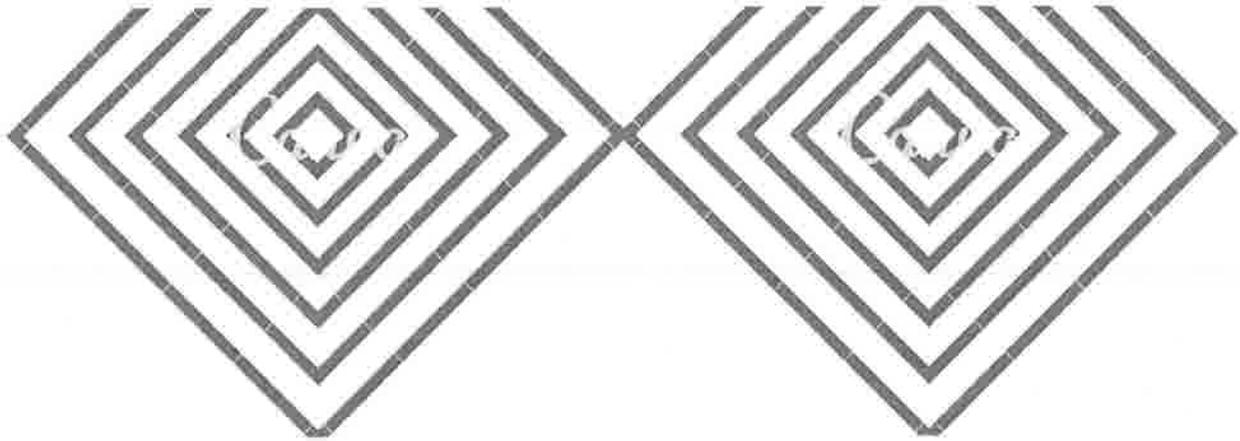
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Signature: [REDACTED]

Date: 06/06/2022

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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.*

[REDACTED]
[REDACTED]
[REDACTED]
Lemon Grove, Ca. 91945

COMMUNITY INVOLVEMENT

- Member of the Lemon Grove Business Improvement 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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CONTACT INFORMATION

Name: Jeremy Ogul Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Madaffer Enterprises, Inc. Title: Director of Public Affairs

Statement of Occupational Experience: Over six years of experience in public affairs and government relations, representing a wide variety of clients in their relationships with local governments and communities across Southern California. Previously, over three years of experience as a professional journalist and editor of local news.

List any past or current community or public service appointments with dates served (Attach additional

sheet if necessary): ACLU NextGen Leadership Team (2017 - Present) and Co-Chair (2022 - Present)
Volunteer with Jewish Family Service / San Diego Rapid Response Network (2019, 2021 - Present)

What experience or special knowledge can you bring to the Planning Commission? (Attach additional

sheet if necessary): See attached

Highest Level of Education: B.A. in Political Science, UC Davis

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JEREMY OGUL

WORK EXPERIENCE

Madaffer Enterprises / San Diego, Calif. and Palm Desert, Calif.

Public Affairs Director

June 2017 – Present

Public Affairs Coordinator

November 2015 – April 2017

Develop and execute strategies to achieve the goals of various clients in technology, education, local government and environmental services. Draft and refine message platforms, talking points, letters, and public testimony. Engage in direct dialogue with local elected officials and policymakers to educate and advocate on behalf of clients. Advise and assist third-party grassroots allies. Provide media relations support to clients, including organizing press conferences, drafting press releases, advising on crisis communications strategy, and more. Support local issue campaigns including strategy, research, media relations and public outreach. Assist in the management of industry associations.

Mission Publishing Group & San Diego Community News Network / San Diego, Calif.

Editor & Staff Writer

July 2013 – September 2015

Manage, edit and write for two monthly newspapers, covering local community, business and political issues. Responsible for managing the editorial content for each issue, from brainstorming to assignment to editing to layout and final proofing. Contributing editor to four additional papers: San Diego Uptown News, Mission Times Courier, San Diego Downtown News and Gay San Diego. (Mission Publishing Group was acquired by SDCNN in July 2014.)

Various clients / California

Freelance Communications Specialist

June 2008 – June 2016

Wrote news articles, news features, first-person columns, op-eds, blog posts, and business letters for or on behalf of various clients, newspapers and websites. Built a freelance journalism portfolio comprising a broad range of reporting, including features, education, obituaries, business profiles and community health news. Articles and columns appeared in newspapers including U-T San Diego (formerly the San Diego Union-Tribune), The Californian (Temecula, Calif.), the Mission Times-Courier (San Diego, Calif.), the Mission Valley News (San Diego, Calif.), The Coast News (Encinitas, Calif.) and the Rancho Santa Fe News; as well as websites including Seedstock.com and Patch.com.

EDUCATION

University of California, Davis

B.A. in Political Science, with a minor in Expository Writing

March 2012

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CONTACT INFORMATION

Name: Evan O'Leary

Address: [Redacted]

Phone: [Redacted]

Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Lemon Grove School District Title: Substitute Teacher

Statement of Occupational Experience: I'm able to work with children and adults alike.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): I've done community cleanups with the Lemon Grove Improvement Council.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): I have the deep understanding that proper planning can lead to a great future for the city and poor planning can be disastrous.

Highest Level of Education: B.S. Civil Engineering

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Signature: [Redacted]

Date: 6-2-22

Submit application one (1) or two (2) ways.

1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: **[Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered]** City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED JUN 07 2022 CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Brian Robertson Address: [Redacted]
Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Self Employed Title: Construction Superintendent
Statement of Occupational Experience: 22 years of residential and commercial construction as skilled worker, manger and business owner

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 Planning Commission? (Attach additional sheet if necessary): I bring 22 years of construction experience.

Highest Level of Education: Some 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: [Redacted] Date: 6/07/2022

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

- 1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
JUN 07 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Jason R. Sundberg Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Recon Environmental Title: Biological Analyst

Statement of Occupational Experience: I have worked with several Southern California municipalities, utilities, and agencies conducting surveys, preparing biological reporting, and processing environmental permits.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): Although I have no previous appointments, I am looking forward to this opportunity at a public service nomination to become more involved in my community. Please refer to my resume for details of my community volunteer experience.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): I have experience in all stages of development projects especially in regards to sensitive biological resources. This includes surveys and assessments of development sites, avoidance and minimization during design, aquatic resource permitting, mitigation, and environmental compliance. See additional information on resume.

Highest Level of Education: Bachelor of Science

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: [REDACTED] Date: June 6, 2022

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

1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall **MUST** be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

PROFILE

Lemon Grove resident and homeowner of nine years. Motivated to see Lemon Grove flourish and offer the best quality of life for its residents.

CONTACT

PHONE:
[REDACTED]

EMAIL:
[REDACTED]

ADDITIONAL SKILLS AND EXPERIENCES

International Society of Arborists
Certified Arborist

Institute of Tropical Ecology
Tropical Ethnobotany, Panama
2006

Marquette Area Sister Cities Partnership
Sister City Delegate to Higashiomi, Japan 2005

JASON R. SUNDBERG

BIOLOGICAL ANALYST- RECON ENVIRONMENTAL

EDUCATION

Northern Michigan University
2002-2007
Bachelor of Science, Botany
Minor, Fine Arts

WORK EXPERIENCE

Biological Analyst- Recon Environmental

January 2011- Present

Conduct biological surveys, prepare biological resource reports, consult with clients to avoid, and minimize impacts to sensitive resources.

Conduct wetland delineations, prepare aquatic resource delineation reports, prepare permit packages for regulatory agencies on behalf of clients.

Prepare and implement revegetation plans for mitigation or sensitive species habitat enhancement.

Work locations are primarily in San Diego, Riverside, and Imperial Counties.

San Diego State University Research Foundation- Project Manager

October 2007- January 2011

Prepare revegetation plans, implement planting efforts, and manage continuing maintenance.

Conduct rare plant surveys, prepare reports, and attend agency meetings.

Work locations were primarily military installations in southern California and State Parks.

VOLUNTEER EXPERIENCE

San Diego Canyonlands

September 2009- March 2013

Working with youth to restore urban canyons in City Heights, Plan trails to improve public access.

Coordinate volunteers and teach the public about natural history of the canyons.

I Love a Clean San Diego

April 2012- Present

Participate in Creek to Bay clean up, several locations including Lemon Grove.

California Native Plant Society

October 2008- March 2010

Lead educational plant hikes



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
JUN 07 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than
Applications received passed the deadline will not be considered. The City Council will conduct
interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Victor Vega Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: N/A Retired Title: _____

Statement of Occupational Experience: Law enforcement / 23 yrs
U.S. Customs and Border Patrol.

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 Planning Commission? (Attach additional
sheet if necessary): (See Second Page)

Highest Level of Education: High 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: [REDACTED] Date: 6/6/2022

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

1. Email: amalone@LemonGrove, City Clerk
2. Mail or Hand Deliver to:
City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

What experience or special knowledge can you bring to the Planning Commission?

I bring the 23 years of federal experience in dealing with federal laws, regulations, internal and external policies that had to be adhered to in order to be able to perform federal job functions. I also dealt with state laws that had to be interpreted, followed or adhered to in order to be able to coordinate with numerous federal or state entities.

I also bring in the experience of dealing with a wide range of people who have different interest, personalities and coming up with a viable solution or outcome that was beneficial for all of the parties involved.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Meeting Date: June 21, 2022
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 and
Audrey Malone, City Clerk, amalone@lemonrove.ca.gov
Item Title: **Planning Commission Vacancy Interviews and
Appointment**

Recommended Action: Conduct interviews and appoint two applicants to serve on the Planning Commission for four year terms.

Summary: Two four-year terms on the Planning Commission are expiring on June 30, 2022. Those two expiring terms are held by Robert "Bob" Bailey (Chair) and Steven Browne (Vice Chair). Bob Bailey has not applied for another term on the Planning Commission. Steven Browne has applied for another term on the Planning Commission.

A Planning Commissioner Vacancy Notice was prepared and posted to the City website, the bulletin board in front of City Hall, and the bulletin board at the Lemon Grove Community Center as well as on the city's social media platform.

Applications were made available Monday, May 9, 2022 digitally on the City website and hard copies at City Hall. The deadline to submit an application was 5PM, Tuesday, June 7, 2022.

A total of 14 applications were received (**Attachment A**). Qualifying applicants are required to be residents of the City of Lemon Grove and registered voters for the City, as stated on the application. As of the writing of this staff report, all of the applicants have been confirmed through the Registrar of Voters to meet those requirements.

The table below shows a complete list of the applicants in alphabetical order by last name.

	Last Name	First Name
1	Beck	Michael
2	Brady	Travis
3	Browne	Stephen
4	Burns	John
5	Clancy	Jessica
6	Clark	Jacquelyn
7	Fitch	Deborah
8	Galford	Jeffrey
9	Heredia	Jessyka
10	Ogul	Jeremy
11	O'Leary	Evan
12	Robertson	Brian
13	Sundberg	Jason
14	Vega	Victor

Using the previously established interview method to appoint a Planning Commissioner, interviews will be conducted as follows;

- Interviews will be conducted in open session at the City Council Chambers to ensure transparency and unbiased treatment,
- Each applicant has been informed to prepare a three minute statement (which will be timed), and
- At the conclusion of the applicant's statement the Mayor will call on each Councilmember individually, who will have a total of two minutes to ask one relevant question of the applicant and receive their response, this will also be timed. Additional time or extra questioning **WILL NOT** be permitted to ensure impartiality.

After the City Council has completed all interviews, the Council will conduct deliberations and prepare to vote to fill the Planning Commissioner vacancies. Each Councilmember will be called on to share their top two choice applicants, followed by further deliberation. At the conclusion of deliberation, Council will come to a decision, appointing two of the 14 applicants to serve on the Planning Commission for four year terms.

Environmental Review:

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

Fiscal Impact: Members of the Planning Commission are compensated \$50.00 per meeting attended. The proposed budget includes the cost to hold six (6) meetings per fiscal year.

Public Notification: None.

Staff Recommendation: Conduct interviews and appoint two applicants to serve on the Planning Commission for a four year terms.

Attachments:

Attachment A – Applications from the 14 qualifying applicants (*Redactions include address, phone number, email address, and signature.*)

Applications



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED MAY 18 2022 CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Michael Beck Address: [Redacted] Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Veterans Affairs (VBA) Title: Legal Admin Specialist Statement of Occupational Experience: VSN, Paralegal 11-years, Home Inspector - 15 years

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): None

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): Homeowner in LG, 23 years, Home Inspections & General Contracting 15 years, Construction Defect litigation Paralegal.

Highest Level of Education: AAS

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: [Redacted] Date: 5-18-22

- Submit application one (1) of two (2) ways: 1. Email: amalone@lemongrove.ca.gov, City Clerk 2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

MICHAEL A. BECK

Cell: () E-mails:

SUMMARY OF QUALIFICATIONS

I am an organized, quick learner, problem solver and team player with a strong work ethic loyalty to the VA and the veterans. I am always open to and encourage change and new challenges and strive for customer satisfaction above all. I have skills as a Claims Assistant, VSR and a professionally educated and trained Legal Secretary and Paralegal. I am highly computer literate and very comfortable with technology, office machines and customer contact either in person or on the telephone. I can understand and apply information that is contained in directives and manuals. I am a very decisive person and commit to my decisions and actions while still being open and available to new information in order to assist customers and meet organizational goals. I have skills in writing that reflects professionalism and organization and the ability to work under time pressure and maintain self-control while managing workload and prioritizing.

WORK EXPERIENCE

VBA Public Contact San Diego August 2021 to present

Legal Administrative Specialist – Counsel Veterans in filing of compensation claims. Advise, provide forms and assist in completion of forms for various VA benefits including Compensation, Pension, Education, Dependency and all other benefits offered by the VA.

VBA VSC San Diego December 2019 to August 2021

Veterans Service Representative – Research, identify and analyze evidence in development of compensation claims in preparation for rating. Contact Veterans as necessary to obtain and/or clarify information. Incorporate current rules and regulations in decision making. Perform ancillary duties to include obtaining SSD records upon request, ordering records from ARCIS, establishing EPs for supplemental claims.

I am currently training and working a 6 month temporary assignment in Public Contact, side by side with Legal Administrative Assistants, counseling Veterans and dependents, explaining benefits and responding to Veteran requests for information, records and correspondence.

VBA IPC San Diego November 2018 to December 2019

Claims Assistant – Daily use of VA software programs including Microsoft Word, Excel, VBMS, Share, Capri, Covers, Caseflow, Vacols, MAPD, Outlook, Skype, Aspen and the Centralized Mail Portal to examine and correctly establish EPs and redirect incoming mail. I interpret, analyze and update Veterans records in the appropriate database to ensure that their information is current and accurate. This process requires the navigation through the multiple VA database applications set out above. I regularly make determinations as to the type of benefit sought from the veteran and update and establish veterans claims in the VA database according to the documents that the veterans submit for processing and in accordance with VA procedures and policies. I prepare, edit and format correspondence to veterans, ensuring proper punctuation, grammar and spelling. I am detail oriented and organized to ensure that the documents submitted by the veterans are entered in the VA database for accountability. I can work independently with little to no supervision on claims establishment, data processing and other collateral duties including preparation of hospital reports and DUPC repair. I communicate with peers and supervisors making suggestions for alternative procedures and training that could be beneficial to the efficiency of the department in order to reach a higher level of productivity and exceed the set goals. I make daily telephone calls to veterans to obtain missing or outdated information and prepare appropriate call records and file notes.

Harbor Pest Control

March 2003 to November 2018

Termite Inspector - Performed termite inspections for customers as well as follow-up yearly inspections. Sold work for the company and assigned to other personnel. I used Microsoft Word and Visio daily to prepare home termite inspection reports and prepared and mailed correspondence including bids to potential customers. I placed daily telephone calls to customers in addition to meeting with them in person to work with them to assess their needs, provide information and assistance, answer questions, thoroughly explain products and the benefits of the company's services in addition to scheduling new and subsequent appointments and ultimately

resolving their pest control problems satisfactorily. Assisted in training and supervision of new employees to teach skills, rules and regulations and prepare them for State licensing examinations. I worked independently with no direct supervision. I was motivated to achieve and set well-defined goals that were in line with the goals of the organization.

Various San Diego law firms October 1992 – March 2003

Paralegal – Prepared, supervised preparation and proofread all documents for grammar, spelling and completeness. Identified regulations, laws, rules that explain facts, data, or other information and prepared summaries of same including summaries of depositions. Reviewed and prepared evidence for trial and interpreted case law, existing statutes and rulings in the preparation for trial. Provided word processor and procedural training to secretaries and other staff. Scheduled and attended site visits at client's homes working directly with homeowners to answer questions during inspections and construction defect testing. Performed research for trial preparation which included gathering evidence, interviewing witnesses, internet research and law library research. Ensured HOA governing documents were properly prepared and recorded. Conducted interviews with witnesses and expert witnesses in preparation for trial. Communicated clearly and concisely in writing and orally with attorneys, experts, clients and co-workers via emails, meetings, telephone and in person to ensure every effort to assist clients in preparing cases and evidence for trial.

Legal Secretary - Responsible for maintenance of full daily calendar for two attorneys at once, scheduling of all appointments, court deadlines, document preparation and filing deadlines and screening of all telephone calls. Used Microsoft Word and Excel to prepare, proofread and ensured proper punctuation, grammar, spelling, completeness and proper formatting of all documents. Requested examinations and solicited opinions from medical experts to assist in preparation of personal injury cases. Designed and prepared PowerPoint presentations for meetings and seminars. Maintained alpha-numeric filing system of client files. Ordered documents from expert witnesses and scheduled depositions for clients. Prepared, updated and maintained spreadsheets for trial preparation by researching case files, internet, law library and interviewing clients.

Stichler Design Group November 1991 - September 1992

San Diego, California

Office Manager - Responsible for the operation of on-site office provided to supply administrative support to both the architects and postal construction managers during the construction of the Carmel Ranch Post Office. Developed office policies, maintained and ordered all supplies. Analyzed office workload for proper assignment and determined future staffing needs. Performed word processing and database management. Received, sorted and distributed all mail, maintained records, filing system and blueprints and received, screened and directed all telephone calls.

Temporary positions

July 1990 - October 1991

San Diego, California

Legal Secretary - Worked full-time, while attending college for three temporary agencies including: Legal Staff, Exclusively Legal and Select Temps. Held various positions in the legal and administrative field performing legal administrative duties and word processing.

United States Navy

June 1986 - June 1990

San Diego, California

Personnelman Third Class – Was responsible for the preparation of legal documentation and administrative support to the Captain, Executive Officer and crew. Supervised, trained and assisted junior personnel in personal computer usage and legal and administrative duties. Voluntarily detached temporarily to an unmanned minesweeper command in San Francisco to become manager of the legal and administrative office for one year during the Persian Gulf War. Maintained crew service records, files and prepared separation/transfer documents including DD-214s. Prepared and issued identification and liberty cards and prepared and distributed daily Plan of the Day. Responsible for knowledge and maintenance of published USN guidelines, regulations and all service records.

EDUCATION

Harbor Pest Control 2003 – 2018
San Diego, California

Attended monthly seminars and online training courses to complete 40 hours of continuing education for two Branch licenses, required by the State to renew every 2 years

San Diego City College 1995 - 1996
San Diego, California

Courses in Spanish and Economics.

Kelsey Jenney Business College August 1990 - October 1992
San Diego, California

AAS, Associates of Applied Science degree, majoring in paralegal and legal secretarial studies, with numerous courses in legal office procedure, legal research, word processing, database management, timekeeping, business management, office management and procedure, office administration, public speaking/presentations, accounting and business communications.

Executrain (Advanced training in operating systems and word processing) 1994 - 1996

Attended and passed six courses providing advanced training in Microsoft Windows, Microsoft Word and Microsoft Excel software

LMET (Leadership, Management and Educational Training) Course - USN (2 weeks) September 1988

Course teaching skills in successfully leading and managing personnel

Petty Officer Training Course August 1988

Course teaching supervisory skills and professional conduct as a petty officer

PROFESSIONAL LICENSES

Branch 2 and Branch 3 Field Representative termite and pest control licenses

EXTRACURRICULAR ACTIVITIES

Home improvement, golf and guitar

ACCOMPLISHMENTS

- Received merit award as a GS5 Claims Assistant for exceptional performance.
- Passed SPCB California applicator's examination within first week of employment, passed Branch 2

examination within 2 months of employment and passed Branch 3 examination within 1 month of moving into termite department

- Created a commission schedule for termite inspectors and repairman to encourage fairness and accountability
 - Routinely called upon to deal directly with unhappy customers and to repair items broken by others while on customer property
-
- Graduated in top 1% of class at Kelsey Jenney College. Student of the Quarter. 4.0 GPA.
 - Received two letters of commendation in USN for emergency administrative support during Persian Gulf operations
 - Honorably discharged from the United States Navy
 - Type 75 words per minute

REFERENCES

Gladly provided upon request



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
MAY 25 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Travis Brady Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: City of San Diego - Department of Finance Title: Finance Analyst IV

Statement of Occupational Experience: Experienced budget analyst.
Developed and drafted City of San Diego's \$808.9 million Fiscal Year 2023 Proposed Budget.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): None.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): I bring over a decade in public sector experience with the City of San Diego, including: Economic Development, Debt Management, Transportation, and Department of Finance. I bring real-world experience and understand the limitations local governments face and the importance of diversity, equity, and inclusion.

Highest Level of Education: Masters in Public Affairs

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: [REDACTED] Date: 5/25/2022

- Submit application one (1) of two (2) ways:
1. Email: amalone@lemongrove.ca.gov, City Clerk
 2. Mail or Hand Deliver to: [Applications mailed to City Hall **MUST** be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

Travis Brady

Professional Experience

City of San Diego, Department of Finance
Finance Analyst II & III & IV

February 2020 to Present

Perform various difficult accounting and budgetary tasks; review, develop and prepare the Citywide budget (CIP and O&M) and monitoring reports; maintain, compile and review various sets of complex financial records and financial statements; process accounts payable and payroll; plan and analyze and install modifications in financial systems and forecasts; monitor and recommend internal controls related to financial reporting, and perform other duties as assigned.

- Developing FY 2021 Proposed Budget and May Revision
- Developing Volume II of the Fiscal Year 2021 Adopted Budget and Fiscal Year 2022 Proposed Budget
- Developing Volume III of the Fiscal Year 2022 Adopted Budget and Fiscal Year 2023 Proposed Budget
- Drafting FY 2021 Year-End FY 2022 Mid-Year, and FY 2022 Year-End CIP Budget Monitoring Report
- Drafting various section of Volume I of the Fiscal Year 2021 Adopted Budget and FY 2022 Proposed Budget
- Drafting various CIP-related section of Volume I of the Fiscal Year 2022 Adopted Budget and Fiscal Year 2023 Proposed Budget
- Reviewing, processing, and posting budgetary transfers (FMBBs) in the Capital Improvements Program (CIP)
- Reviewing, processing, and posting budgetary transfers (FMBBs) for various operating funds and special revenue funds
- Creating, reviewing, processing, and posting journal entries (JEs)
- Reviewing and releasing new CIP projects
- Creating FY 2021 GASB 54 JE and financial statements (interim and year-closing) for Engineering & Capital Projects fund (#720057)
- Coordinating Front Matter for all three volumes of the Fiscal Year 2021 Adopted Budget.
- Validating and developing Volume I Summaries and Schedules for the Fiscal Year 2021 Adopted Budget
- Implementing Budget Narratives and Performance Management section of Volume II of the Fiscal Year 2021 Adopted Budget
- Assisting in Appropriation Ordinance development
- DoF Liaison for the following departments: Engineering & Capital Projects, Communications, Office of Race and Equity, Office of the Chief Operating Officer, Office of the Chief Financial Officer, Office of the Assistant Chief Operating Officer, and the General Services Branch.
- Developing complex salary projections for various departments, including Communications, Government Affairs, and the Mayor's Office
- Budget Review Committee and Referral Memo coordination
- Supervising three full-time equivalents (one Finance Analyst III and two Finance Analysts II)
- Operating Budget lead for CIP Section
- CIP Budget lead for CIP Section

City of San Diego, Transportation & Storm Water
Senior Management Analyst

March 2017 to February 2020

Perform complex analyses in determining potential impacts to departmental budget; assist in making short and long-range revenue/cost projections on a project basis; prepare reports and recommendations for City Executives and City Council; and track and monitor key performance indicators.

- Developing Budgets and Budget Monitoring Reports for TSW-TEO \$10 million budget.
- Processing FMBBs to clean budget deficits, fund emergency projects, including \$1.5 million in storm drain emergencies. Process Project Setup forms and Requests to Close. Monitoring status and activity of all TSW projects.

Travis Brady – page 2

- Managing the Transportation Alternatives Program (TAP), a City-sponsored employee benefit. The program includes Mass Transit passes, Carpool vouchers, and Vanpool reimbursement.
- Analyzing labor costs and determined transferring TAP administration to a Third-Party Administrator (TPA) would be most cost effective and efficient solution to commuter benefits. Implementation to occur in FY 2020.
- Tracking transit-related expenditures related to TransNet Maintenance of Effort (MOE).
- Identified \$17,000 in one-time saving/MTS reimbursement from incorrect TAP invoices from July-March FY 2017.
- Documenting business processes and internal controls for all administrative staff functions, including cash handling and transit pass sales; written policies and procedures did not previously exist.
- Developing “New Employee Handbook” for all TEO staff.
- Introducing procedures and documentation and developed analysis that reduced City Auditor recommendations for TAP by 75%; completed all recommendations assigned to TSW in 7 months.
- Introduced new payment processing procedures that resulted in over 85% timely invoice payments for three consecutive fiscal years (FY 2018 and 2019 and into FY 2020).
- Training staff in accounts payable processes, including Vendor Invoice Management, goods receipts, and ARIBA.
- Addressing benefit changes and benefit-related grievances with REOs, Human Resources, and other responsible parties/departments, including meet-and-confer and meet-and-inform.
- Processing benefit-related payroll reimbursements and deductions directly with Department of Finance – Payroll.
- Centralized Public Record Act (PRA) request coordination with division administrative staff instead of engineers.
- Developing Budgets and Budget Monitoring Reports for TSW \$170 million capital program.
- Managing the Transportation Alternatives Program (TAP), a City-sponsored employee benefit. The program includes Mass Transit passes, Carpool vouchers, and Vanpool reimbursement.
- Developing, tracking changes to, and submitting amendments to SANDAG’s Regional Transportation Improvement Program (RTIP).
- Coordinating with Public Works Department and Department of Finance on various project-related issues, such as unfunded needs, funding swaps, and project close out.
- Monitoring all TSW CIP projects and all Transnet-funded projects.
- Developing strategies to help the City meet future TransNet Maintenance of Effort (MOE) obligations, such as increased employee transit subsidies and directed infrastructure improvements in transit-related areas.
- Researching and identifying FY 2019 discretionary capital expenses to fill \$87k TransNet MOE delta.
- Researching old developer funds for departmental use – recently discovered \$12.5 million in unused developer funds. Of which, \$9 million may be eligible for TSW.
- Supervising four full-time equivalents (one Administrative Aide II, one Word Processing Operator, one Account Clerk, and one Clerical Assistant II)

Education

Master of Public Affairs

UNIVERSITY OF MISSOURI, Columbia, MO

Pi Alpha Alpha – Public Affairs/Administration Honors Society

Bachelor of Arts – International Relations

(Minor – International Business)

ALLIANT INTERNATIONAL UNIVERSITY, San Diego, CA

Magna Cum Laude



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
JUN 07 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than

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CONTACT INFORMATION

Name: STEPHEN BROWNE Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: DIOCESE OF SAN DIEGO Title: YOUTH DIRECTOR

Statement of Occupational Experience: IN MY CURRENT EMPLOYMENT I MUST INTERACT WITH VARIOUS PERSONALITIES AND SITUATIONS. MY STRONG COMMUNICATION SKILLS ARE VERY HELPFUL

List any past or current community or public service appointments with dates served (Attach additional

sheet if necessary): L.G. PLANNING COMMISSION LAST FOUR YEARS. L.G. DOWNTOWN BUSINESS IMPROVEMENT COMMITTEE 2001, L.G. STREET RESSERVING COMMITTEE 2012, L.G. CLEAN UP DAYS 2009, 2010, 2011 ETC.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional

sheet if necessary): MY FOUR YEARS CURRENTLY SERVING ON THE L.G. PLANNING COMMISSION. MY STUDING OF ARCHITECTURE DESIGN IN JR. COLLEGE. MY ONGOING UNDERSTANDING OF THE CITY'S PERMIT PROCESS

Highest Level of Education: JR. 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: [REDACTED] Date: 6/7/2022

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

1. Email: _____, City Clerk
2. Mail or Hand Deliver to:
City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

STEPHEN BROWNE

[REDACTED]
Lemon Grove, CA 91945

Mobile: [REDACTED]
[REDACTED]

SUMMARY OF QUALIFICATIONS

Dedicated, career-focused professional with over 24-years of experience in youth ministry administration, business management, fundraising, youth and young adult spiritual direction, parish event coordination, Faith Formation, and Confirmation preparation. High ethical and quality standards, professional demeanor, with exceptional interpersonal skills. Focused on excellence in work performance and meeting parish goals and objectives. Open, honest, and respected youth director who leads by example and is effective in motivating youth and young adults to be engaged in building their relationship with Christ.

Core Competencies:

- Faith Driven
- Business Management
- Strategic Planning
- Community Outreach
- Fundraising
- Problem-Solving
- Team Building
- Event Planning
- Program Development
- Public Relations

Computer Proficiency: Microsoft Office

PROFESSIONAL EXPERIENCE

Santa Sophia Catholic Church
Youth Minister

September 2018 – Present
Spring Valley, California

- Responsible for the organization, coordination, implementation, and recruitment of Jr. High, High School Youth, and Young Adult Ministry programs consisting of weekly meetings (in-person and on-line), team-building, problem-solving, social events, and fundraising.
- Responsible for the coordination, implementation, outreach, and participation in all Confirmation retreats, 5th, 6th, 7th, and 8th grade retreats, Alpha retreats, Diocesan Leadership Camp, and Steubenville.
- Responsible for the organization, coordination, implementation, and outreach for the Alpha program which consists of helping parishioners and others learn about Christ and grow closer to the Catholic faith.
- Responsible for the coordination and implementation of monthly events (e.g. volunteer at the *First Saturday* homeless outreach and Harvest Crops Organization events).
- Participate in deanery programs, diocesan activities, and weekly staff meetings.

Accomplishments:

- Increased membership in Jr. High & High School Youth Ministry Programs (85%)
- Jr. High Ministry involvement in East County Deanery bi-monthly.
- Created the Young Adult Program with 12 members (3 out-of-state)
- Successful fundraising events (e.g. Talent Shows, Musical Theater, Christmas Wreath Sale, "Keep Christ in Christmas" Sunday's and Santa Pictures.)
- Successful fundraising for World Youth Day
- Implemented faith-based community service activities (e.g. feeding of the homeless in downtown San Diego on 1st Saturdays, engaging youth with the elderly community through visitation, Annual Senior Thanksgiving Appreciation Dinner)

**St. Pius X Jamul Catholic Church
Youth Minister**

**December 2017 – Present
Jamul, California**

- Responsible for the organization, coordination, implementation, and recruitment of Jr. High and High School Youth Ministry programs consisting of weekly meetings (in-person and on-line), team-building, problem-solving, social events, and fundraising for about 20 youth/week.
- Responsible for the coordination, implementation, outreach, and participation in all Confirmation retreats, Diocesan Leadership Camp, and Steubenville.
- Responsible for the coordination and implementation of monthly events (e.g. volunteer at the *First Saturday* homeless outreach and Harvest Crops Organization events).
- Participate in deanery programs, diocesan activities, and weekly staff meetings.

**St. John of the Cross
Youth Director**

**May 1994 – August 2017
Lemon Grove, California**

- Responsible for a large comprehensive youth and young adult program to include spirituality, social action, community building, and guidance.
- Responsible for recruitment of youth and young adult parish members to engage in youth group activities.
- Facilitate networks between the needs of individuals, the parish, and the community with professional or volunteers that can be of service.
- Coordinated 7 World Youth Day and 2 parish trips to Hawaii with pastor.
- Organized successful parish fundraising events and community outreach events.
- Faith Formation and Confirmation preparation Educator

Accomplishments:

- Advisor to an average of 80 youth annually for past 23 years
- Developed current youth and young adult program
- Created a partnership with Harvest C.R.O.P.S which harvests fruit to distribute to local shelters and food pantries.
- Created and organized Annual Senior Citizen Appreciation Thanksgiving Dinner for up to 250 senior citizens for the past 21 years.
- Organized and participated in the Annual Lemon Grove Clean Up Day where youth members work with the community to paint, sweep, pick up trash, pull weeds, and provide general cleaning to the Lemon Grove Community.
- Organized 7 pilgrimages for World Youth Day with the Pope with approximately 50-150 participants since 1997.
- Led fundraising efforts to raise from \$60,000-\$500,000 to give low income youth and young adults the ability to participate in World Youth Day and other retreats and spiritual events.

EDUCATION

Youth Director Training Program Certification
Diocese of San Diego

Certificate in Business Management
Professional Services of California

Diploma
Mount Miguel High School, Spring Valley, California



RECEIVED
May 31, 2022
CITY CLERK

APPLICATION FOR LEMON GROVE PLANNING COMMISSION

Submit completed application to the City Clerk's Office no later than, **Tuesday, June 7, 2022, by 5:00 pm**. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, **June 21, 2022, at 6:00 pm**. A resume is not required but highly desired.

CONTACT INFORMATION

Name: John Burns

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: HP, Inc.

Title: World Wide Product Manager

Statement of Occupational Experience: Leading HP's sustainability initiatives for personal computing.
Current role is focused on understanding a problem, understanding the customer requirements, and working within
the established systems and regulations to drive action and delivering desired solutions.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): While not appointments, I have 12 years working for municipal governments in creating strategic plans,
disaster recovery, continuity of operations of police and fire, GIS mapping, fiber optic planning and design
for city infrastructure, development of wireless service for City. Past President of GMIS-IL.

(Government Management Information Sciences)

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): Strong technical background to understand tools, with current career focused on sustainability.

4 years Commercial Real Estate IT Director for CBRE, 8 years IT Manager for City of Woodstock IL, 3 years Infrastructure Manager
for City of Loveland CO. ArcGIS experience. Coordinator during 2013 Loveland flood and FEMA liaison. Proud son of Fire Chief (FL).

Highest Level of Education: Bachelor's Degree, MIS

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 CONFI

Signature: [REDACTED]

Date: 5/30/2022

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

1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: **[Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered]**
City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED JUN 07 2022 CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Jessica Clancy Address: [Redacted] Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Clancy Contracting Title: Estimator / Project Manager

Statement of Occupational Experience: Civil Engineer with 12 years of experience in managing construction and restoration projects. Also possess a master's degree in Real Estate Valuation.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): None.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): Not only is my profession closely related and have taken courses in urban planning in order to get my degrees, but it is also a field of great interest to me. Please see my attached resume for more in-depth information about my prior experience.

Highest Level of Education: Graduate - Master's 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: [Redacted] Date: 6/7/2022

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

- 1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

Jessica Clancy

Mobile: [REDACTED]

PROFILE

- Civil Engineer with 12 years of experience as a Construction Project Manager for government, commercial and industrial sectors.
- Fast-learning and highly independent professional with excellent analytical, planning, prioritizing and organizing skills.

WORK EXPERIENCE

2018-pres. **Estimator / Project Manager** - Clancy Contracting Services

- Estimating and managing government, institutional and commercial projects.
- Creation of estimates and price proposals for demolition, hazmat and mitigation/restoration projects.
- Complete project oversight for all phases from planning, pre-construction, construction and close-out.
- Experience working with complex bid packets for government, military and institutional clients.
- Creation of AHA, work plans, OSHA and APCD notifications, as well as all project-specific submittals.
- Creation and implementation of new estimating spreadsheets and standardization of company forms.

2017-2018 **Project Manager** - Apex Contracting & Restoration

- Restoration project management for insurance and private work.
- Worked with estimators and job supervisors to manage progress and budgets.
- Managed and kept track of around 50 projects simultaneously.
- Analyzed project profitability, revenue and margins.
- Developed contracts, proposals and Xactimate estimates for residential and commercial restoration.

2012-2016 **Construction / Facilities Manager** - 7-Eleven Mexico

- Construction and facilities management for convenience stores and gas stations.
- Worked as a project manager for internal client coordinating with different company departments, contractors, permits and public utilities for turn-key delivery of new stores and gas stations.
- Coordination of multiple simultaneous job sites among two states.
- Investment project evaluation and costs.
- Planned and coordinated remodeling projects for operating convenience stores.
- Implementation of maintenance cost-saving projects.
- Coordination of preventive maintenance schedule.

2011-2012 **Project Engineer Construplan** (Ford Motor Company HSAP – Construction Commodity Management office)

- Coordination of construction, maintenance and facilities installation projects:
- Managed complex renovation and maintenance projects under extreme time constraints.
- Coordination and oversight of multimillion-dollar projects for plant expansion and new vehicles launch.
- Responsible for the team of project supervisors, subcontractor bids management and client reporting.

EDUCATION

- Master in Real Estate and Industrial Valuation
Instituto Tecnológico de la Construcción (Mexico)
- Certified as AHERA Asbestos Contractor Supervisor since 2018.
- Bachelor in Civil Engineering
Universidad de Sonora (Mexico)
- Certified as Water Damage Restoration Technician by the IICRC since 2019



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

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JUN 07 2022
CITY CLERK

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CONTACT INFORMATION

Name: Jacquelyn Clark Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: County of San Diego Title: Associate Accountant

Statement of Occupational Experience: I have over 20 years of combined experience reviewing, planning, implementing and gaining thorough understanding of policies and procedures in non-profits, local governments and private industry and how to utilize them successfully. (PLEASE SEE PAGE 4 OF RESUME FOR ADDITIONAL INFORMATION)

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): PLEASE SEE ATTACHED RESUME UNDER COMMUNITY SERVICE AND SOCIAL ADVOCACY

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): As an Accountant and having experience in local government it is easy to bring a perspective of balance. In accounting, the books must balance and to balance the information provided must be accurate and provided in a timely fashion. My accounting skills will help identify inaccuracies and omissions that could be critical in the decision-making process and provide the best opportunities to make informed decisions. (PLEASE SEE PAGE 4 OF RESUME FOR ADDITIONAL INFORMATION)

Highest Level of Education: BS Accounting and some Masters degree coursework

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.

DocuSigned by: [REDACTED]
Signature: Jacquelyn Clark Date: June 7 2022

- Submit application one (1) of two (2) ways:
1. Email: amalone@lemongrove.ca.gov, City Clerk EBFE74281B0F482...
 2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

Highlights of Experience

Current Responsibilities

2010 to Present County of San Diego, Health and Human Services Agency (HHS), Public Health Services-Maternal Child Family Health Services (MCFHS), Family Health and Preventive Services Unit, San Diego, CA:

Associate Accountant Child Health and Disability Prevention (CHDP)

Manage the Child Health and Disability Prevention- Treatment Reimbursement Program (CHDP-TR) which provides reimbursement for the diagnosis and treatment of conditions detected during CHDP screening exams for children who have no other health care resource.

- Approving Official for MCFHS Branch procurement card transactions in Oracle
- Review, approve and monitor transactions totaling, approximately \$300,000 annually for 4 procurement cardholders
- Maintain records, scan files and invoices, follow retention policies
- Create internal procurement card policy and update as needed
- Process temporary staffing invoices for payment, maintain ledger of payments and encumbrances
- Oversight and accountability for the \$1,000 Petty Cash fund, complete year end documentation
- Direct, collect and compile data of the estimated \$177,000 year-end inventory for branch and submit to Public Health Administration
- Lead Reviewer of Title 19 timestudies for approximately 40 Public Health Nurses, send, collect, review and train time studies, ensure proper descriptions and coding, reconcile to Kronos Timekeeping system.
- Review and prepare Title 5 Timestudies to send to State of California
- Monitor and stay within \$300,000 budget for Child Health and Disability Program Treatment Reimbursement Program (CHDP-TR)
- Create Child Health and Disability Program Treatment Reimbursement Policies and Procedures Binder outlining scope of program and provisions of participation
- Use the California State Licensing, Exclusion and Federal Debarment Lists and Office of Inspector General systems to vet providers in their respective fields
- Maintain and update policies for provider application process
- Maintain and update eligibility requirements, limits and scope of services, reimbursement criteria for medical and dental providers.
- Oversee monthly Medical and Dental claims and assess balances for Medical, Dental, Vision, Pharmacy and X-ray financial pools
- Coordinate claims processing in Oracle Financials with HHS Fiscal Services Support Division
- Research ORACLE Accounts Payable Inquiry module to confirm payments and reconcile warrant numbers
- Conduct quarterly CHDP-TR training to providers during CHDP In-Services
- Customer Service with HEART Branch Representative
- Quality Improvement team member
- Public Health Champions Branch Representative
- **Supervision:** 1 Account Clerk Specialist Supervise and coordinate functions and activities of one Account Clerk Specialist
 - Wrote the Performance Information Questionnaire to have Intermediate Account Clerk position reclassified and upgraded to Account Clerk Specialist

Previous Responsibilities
2003-2010 HHSA Fiscal Services Support Division

2005-2010 Staff Accountant

Department Coordinator Procurement Cards for HHSA:

Monitored department transactions, spending limits, and daily statuses of procurement card use. Prepared & submitted forms for cards and changes. Facilitated trainings and card pick up under 30- & 60-day rules. Reviewed and corrected POETA for Oracle entry, run "Invoice Interface Summary" process to move approved transactions to Accounts Payable for payment, reviewed bank performance reports, Monitored Oracle and Open Invoice Report & eliminated delinquencies. Reported repetitive purchases over \$25K/year to P&C. Reviewed transactions, reports and other information in Oracle Financials and US Bank, kept managers apprised of issues, concerns and general updates regarding procurement card program, obtained manager approval and worked with Department of Purchasing and Contracting to resolve Agency specific issues. Monitored, reviewed, and issued blank check stock to various programs as needed.

Preparation of Internal Service Fund (ISF) Processed cost re-allocations estimated at \$600,000 annually in Oracle Financials and journal entries for rent encumbrances and expenses for Pest Control (Agency wide), Responsible for vehicle depreciation, operation and maintenance and fuel for HHSA fleet of 300 vehicles. Collaborated with supervisor to seek development and use of Excel macros for more efficient and time saving methods. Communicated with Fleet Services, Agriculture, Weights and Measures and the Department of General Services to ensure accurate and updated billings and charges.

•**Continuous Controls Monitoring (CCM) for (HHSA)** Serve as Lead and **Back** up for Purchase to Payment and Procurement-Card modules designed to provide the County of San Diego reasonable assurance of the adequacy of internal controls when purchases are made by employees. Continuously monitoring fiscal transactions to prevent and detect errors, omissions, fraud, and misuse in HHSA. Control breaches are identified, investigated, and corrected. Potential weaknesses are flagged for immediate and future audits. Work and train in conjunction with Office of Audits and Advisory Services (OAAS).

• **Management Control Initiative:** Participant in the Design Phase and production Phases One and Two. To document and strengthen controls County wide for Risk Identification and Mitigation, Control Development and Environment, Documentation and assessment of effectiveness.

2010 Leadership Enhancement & Advancement Program (LEAP)-Graduate

Special Project: Child Welfare Services Foster Care Program Analysis of Disproportionality as a Cost Driver

Supervised: Account Technician and Account Clerk Specialist

2004-2005 Account Clerk Specialist /Petty Cash Custodian:

Agency Custodian of \$16,250 Petty Cash Trust Fund. Received, recorded and reimbursed petty cash fund, processed payments and recorded transactions in Excel spreadsheet. Compiled and analyzed financial records. Reconciled petty cash differences. Balanced daily petty cash activities, prepared accounts for distribution in Oracle. Audited expenditures per County and Administrative policies. Processed general claims. Entered reimbursement data in Oracle Financials.

2003 Pending File Clerk Responsible for the maintenance and distribution of over 600 warrants to qualified clients, Generating, and maintaining monthly reports, Reconciled, balanced, adjusted, and submitted daily warrant cancellations to the Auditor/Controller's office. Ensured that clients were properly identified, verified information for accuracy, adhered to strict confidentiality policies, Prioritized and achieved outcomes in timely fashion.

Supervised: 2 Account Clerk Specialists and 2 Accounting Technicians

Education: Bachelor of Science Accounting, University of Phoenix, San Diego, CA
General Education, Community College of Allegheny County, Pittsburgh, PA

Community Service and Social Advocacy

2022 Solis Policy Institute -Local Fellow Graduate: Gained invaluable knowledge in policy advocacy and leadership training that taught strategies and skills to implement policy and budget knowledge and have experiences in real time, with local elected officials.

2021 NAACP San Diego Environmental & Climate Justice Chair Collaborate and establish relationships with Community Based Organizations to discuss and address ways to mitigate environmental and climate injustices that threaten the health, safety and wellbeing of the communities of concern. Member of the Executive Committee represent Branch at State and National Environmental and Climate Justice meetings.

2020 MTS Ad hoc Steering Committee: APTA Independent peer review of MTS Transit Enforcement organization and policing practices to assist with recommendations for change.

2020 Climate Ambassador, San Diego Urban Sustainability Coalition (SDUSC) Climate Ambassador: Program received foundational education to help develop the skills and knowledge for becoming leaders in roles that promote environmental justice and climate equity.

2015- present: various Community Service including Black Infant Health Advisory Board, Perinatal Equity Advisory Board, Facebook Family for a Better Future Committee Member, Black Women of Excellence, BAPAC, 1619 National Celebration of Black Women Member-at-Large. 2008 -2014 Former Finance Director New Creation Church of San Diego responsible to report status of the church's finances to the Board Members and Department Heads. Oversee charitable giving requests from members and present to Finance Committee. Seek Board approval for capital improvements, renovations, leasing and building expansion. Review and monitor status of banking and investment accounts. Liaison between financial advisors and attorneys, authorize annual or periodic audits. Conduct Budget leadership workshops for all church leaders twice per year to establish goals and budget parameters. Meet monthly with Finance Committee -(Comptroller, Financial Assistant, Treasurers, Pastor)

2007 Previous Member San Diego Organizing Project Board of Directors

2005 -2007 Neighborhood Community Connection New Creation Church of San Diego

2003-2004 /2006-2009 Secretary: Founding Board Member Mercury San Diego Youth Track & Field

2001 to 2002 Volunteer: Neighborhood House Association Parent Congress, San Diego, CA

1998-2005 Volunteer: Lemon Grove School District/Grossmont Union School District, PTSA, Oversight Committee, Diversity Committee, School Site Council, Moving Beyond Diversity/Institutionalized Racism.

Statement of Occupational Experience:

I have over 20 years of combined experience reviewing, planning, implementing and gaining thorough understanding of policies and procedures in non-profits, local governments and private industry and how to utilize them successfully.

I have experience dissecting local government general funds, budgets, general plans, strategic plans, climate action plans, ordinances, laws, by-laws and other written policies and procedures.

What experience or special knowledge can you bring to the Planning Commission?

As an Accountant and having experience in local government it is easy to bring a perspective of balance. In accounting, the books must balance and to balance the information provided must be accurate and provided in a timely fashion. My accounting skills will help identify inaccuracies and omissions that could be critical in the decision-making process and provide the best opportunities to make informed decisions.

As a citizen who has recently taken the time to learn how to impact, change or introduce policy at the local level, I have a better understanding and working knowledge of processes and protocol that apply to governmental policies and practices. Using cross threading and drawing correlations and similarities to policies comes easy and it will add value to meetings and discussions.

Personal Statement:

I believe in a future that is diverse, inclusive and serves the needs of all and moves the needle for the greater good of all citizens.



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED
JUN 06 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Deborah Fitch Address: [Redacted] 91945
Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: County of San Diego Title: Protective Services Supervisor
Statement of Occupational Experience: A professional social worker active in various community organizations.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): Active with Spring Valley Revitalization Committee Working on a community plan for Spring Valley.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): The ability to study the issues and evaluate the pros and cons of city issues.

Highest Level of Education: Master's degree in Social Work (MSW)

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: [Redacted] Date: 6/3/2022

- Submit application one (1) of two (2) ways:
1. Email: amalone@lemongrove.ca.gov, City Clerk
 2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

[REDACTED]
Lemon Grove, CA 91945

Phone [REDACTED]
Cell phone [REDACTED]
E-mail [REDACTED]

Deborah Fitch, MSW

Education

- August 1986-May 1990 San Diego State University- Master of Social Work (MSW)
- May 1976 San Diego State University- Bachelor of Arts in Political Science (BA)

Professional experience

Mental Health Specialist- Black Infant Health Program

November 2018-September 2020 BIH works to improve Black infant and maternal health, as well as decrease Black-White health and social inequities for women and infants.

- Enrolled women into both the BIH prenatal and postpartum programs while briefing assessing their fitness and willingness to complete the 10 week programs.
- Was responsible for providing and coordinating self-care activities for the staff of Black Infant Health
- Completed the Lactation Education Counseling certificated program and taught breast feeding classes at BIH.

May 2013-present Currently self-employed as a contract trainer for the Public Child Welfare Academy. Training Child Welfare Workers in the 5 Southern California counties on the new California Child Welfare Common Core

March 2007 to May 2013 Academy for Professional Excellence San Diego
Training and Curriculum Specialist

- The Public Child Welfare Academy is responsible for training Child Welfare Workers in 5 Southern California counties. I served as the agency liaison to San Diego and Imperial County as well as writing program curriculum.

May 2003-October 2004. County of San Diego, Health and Human Services, Central Region.

Protective Services Supervisor

- Coordinated Central Region FCNB efforts and the Domestic Violence Response Team.
- Supervised the collaborative social workers assigned to 4 area schools.

January 2000- May 2003. County of San Diego, Health and Human Services, Central Region Administration.

Management Administrative Position

- Assigned as an assistant to the Principal Administrative Analyst for the Central Region. Responsibilities and duties included preparing the monthly budget report and quarterly fund balance reports for the region.

- Central region coordinator for the Family Centered Neighborhood Based services of foster care. In that role I chaired the monthly regional guiding group meeting, liaison with both foster parents and community based organizations.
- Central region coordinator for the Domestic Violence Response Team. In that position I worked with the police, city and district attorney offices, Adult Protective Services, public health nurses, and the YWCA advocates.

December 1997- March 2003. County of San Diego, Health and Human Services.

Protective Services Supervisor

- Supervised a unit of protective services workers ranging in size from 8-14 workers. An emergency response unit that investigated allegations of child abuse and neglect and made recommendations for service plans.
- Served at the Children Services liaison for the family seasonal winter shelter programs in downtown San Diego. In that position I provided training for the shelter staff on child abuse reporting laws and responsibilities.

September 1986-December 1997. County of San Diego, Health and Human Services

Social Worker Supervisor

- Supervised child care workers at the County receiving home in caring for children brought in to custody due to neglect and allegations of child abuse.
- Later supervised court continuing services social workers. These workers were responsible for monitoring children in foster care, supervising visits and reporting back to juvenile court judges.

Professional memberships

National Association of Black Social Workers- steering committee representative

Community activities

San Diego People of Color Quilt Guild- Quilt show chairperson

Black Infant Health (BIH) Community Council

San Diego Association of Black Social Workers- Vice-president

Curriculum

Working with the African American father: The Forgotten Parent “ 2009

Development

Understanding MEPA- online course

Advanced Interviewing Techniques for Continuing Services- 2010

Trainings

Common Core Curricula for Child Welfare Social Workers 3.0
Orientation to Child Welfare, Values and Ethics and Fairness & Equity
Mental Health First Aid USA – certified trainer
Emotional Emancipation Circles – certified trainer

RECEIVED
JUN 07 2022
CITY CLERK



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

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CONTACT INFORMATION

Name: Jeffrey Galford

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Veterans First

Title: Loan Officer

Statement of Occupational Experience: Evaluate and authorize the approval of business, real estate, or credit loans. Duties include updating account records and reviewing loan files

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 Planning Commission? (Attach additional sheet if necessary): I work with real estate agents, escrow companies

and appraisers over all 50 states. I have an understanding

of planning for new built construction and issues that develop from the homeowners making upgrades or repairs to their home

Highest Level of Education: Bachelor's degree in business from UOP

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: [REDACTED]

Date: 6/7/2022

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

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2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

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JUN 07 2022
CITY CLERK

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CONTACT INFORMATION

Name: JESSYKA HEREDIA Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: SELF EMPLOYED Title: OWNER- HAIR SALON

Statement of Occupational Experience: 24 YEARS SMALL BUSINESS OWNER WITH EXPERIENCE IN LICENSING, PERMITS, CUSTOMER SERVICE AND BUSINESS SAVY .ORGANIZED, PUNCTUAL & EASY TO WORK WITH.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): 2022 CAC MEMBER, LEMON GROVE IMPROVEMENT COUNCIL 2021- CURRENT, INVOLVED IN RUNNING CLUB, HOOKED ON BOOKS LG BOOK CLUB, LEMON GROVE WOMENS CLUB, GARDEN AND NATURE CLUB, LEMON GROVE BID, AND LEMON GROVE SUPPORT LOCAL

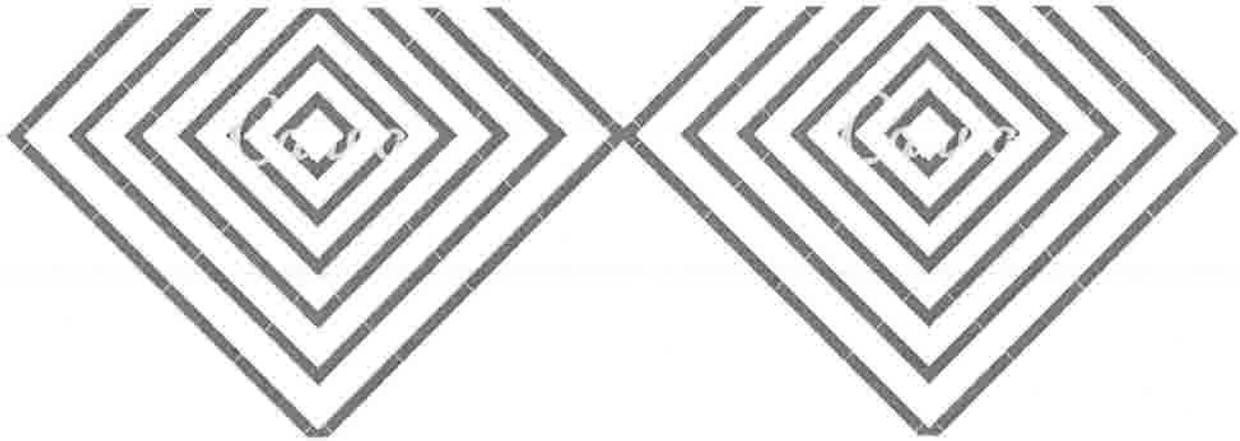
What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): BEING SO INVOLVED IN THE COMMUNITY I HAVE A GOOD UNDERSTANDING OF THE COMMUNITIES DESIRES AND NEEDS. I AM OPEN MNIDED AND INTERESTED IN OTHERS PERSPECTIVES. DIPLOMATIC APPROACH TO DECISION MAKING. I WANT WHAT IS BEST FOR MY CITY AND BUSINESSSES.

Highest Level of Education: 2 YEARS TRADE SCHOOL, COMMUNITY 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: [REDACTED] Date: 06/06/2022

- Submit application one (1) or two (2) ways.
1. Email: amalone@lemongrove.ca.gov, City Clerk
 2. Mail or Hand Deliver to: [Applications mailed to City Hall **MUST** be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



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.*

[REDACTED]
[REDACTED]
[REDACTED]
Lemon Grove, Ca. 91945

COMMUNITY INVOLVEMENT

- Member of the Lemon Grove Business Improvement 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 LEMON GROVE PLANNING COMMISSION

RECEIVED
JUN 07 2022
CITY CLERK

Submit completed application to the City Clerk's Office no later than, Tuesday, June 7, 2022, by 5:00 pm. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Jeremy Ogul Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Madaffer Enterprises, Inc. Title: Director of Public Affairs

Statement of Occupational Experience: Over six years of experience in public affairs and government relations, representing a wide variety of clients in their relationships with local governments and communities across Southern California. Previously, over three years of experience as a professional journalist and editor of local news.

List any past or current community or public service appointments with dates served (Attach additional

sheet if necessary): ACLU NextGen Leadership Team (2017 - Present) and Co-Chair (2022 - Present)
Volunteer with Jewish Family Service / San Diego Rapid Response Network (2019, 2021 - Present)

What experience or special knowledge can you bring to the Planning Commission? (Attach additional

sheet if necessary): See attached

Highest Level of Education: B.A. in Political Science, UC Davis

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: [REDACTED] Date: 6/7/22

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

1. Email: amatone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall **MUST** be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

JEREMY OGUL

WORK EXPERIENCE

Madaffer Enterprises / San Diego, Calif. and Palm Desert, Calif.

Public Affairs Director

June 2017 – Present

Public Affairs Coordinator

November 2015 – April 2017

Develop and execute strategies to achieve the goals of various clients in technology, education, local government and environmental services. Draft and refine message platforms, talking points, letters, and public testimony. Engage in direct dialogue with local elected officials and policymakers to educate and advocate on behalf of clients. Advise and assist third-party grassroots allies. Provide media relations support to clients, including organizing press conferences, drafting press releases, advising on crisis communications strategy, and more. Support local issue campaigns including strategy, research, media relations and public outreach. Assist in the management of industry associations.

Mission Publishing Group & San Diego Community News Network / San Diego, Calif.

Editor & Staff Writer

July 2013 – September 2015

Manage, edit and write for two monthly newspapers, covering local community, business and political issues. Responsible for managing the editorial content for each issue, from brainstorming to assignment to editing to layout and final proofing. Contributing editor to four additional papers: San Diego Uptown News, Mission Times Courier, San Diego Downtown News and Gay San Diego. (Mission Publishing Group was acquired by SDCNN in July 2014.)

Various clients / California

Freelance Communications Specialist

June 2008 – June 2016

Wrote news articles, news features, first-person columns, op-eds, blog posts, and business letters for or on behalf of various clients, newspapers and websites. Built a freelance journalism portfolio comprising a broad range of reporting, including features, education, obituaries, business profiles and community health news. Articles and columns appeared in newspapers including U-T San Diego (formerly the San Diego Union-Tribune), The Californian (Temecula, Calif.), the Mission Times-Courier (San Diego, Calif.), the Mission Valley News (San Diego, Calif.), The Coast News (Encinitas, Calif.) and the Rancho Santa Fe News; as well as websites including Seedstock.com and Patch.com.

EDUCATION

University of California, Davis

B.A. in Political Science, with a minor in Expository Writing

March 2012

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JUN 02 2022

CITY CLERK



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CONTACT INFORMATION

Name: Evan O'Leary

Address: [Redacted]

Phone: [Redacted]

Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Lemon Grove School District Title: Substitute Teacher

Statement of Occupational Experience: I'm able to work with children and adults alike.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): I've done community cleanups with the Lemon Grove Improvement Council.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): I have the deep understanding that proper planning can lead to a great future for the city and poor planning can be disastrous.

Highest Level of Education: B.S. Civil Engineering

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Signature: [Redacted]

Date: 6-2-22

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

1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: **[Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered]** City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

RECEIVED JUN 07 2022 CITY CLERK

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CONTACT INFORMATION

Name: Brian Robertson Address: [Redacted]
Phone: [Redacted] Email Address: [Redacted]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Self Employed Title: Construction Superintendent
Statement of Occupational Experience: 22 years of residential and commercial construction as skilled worker, manger and business owner

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 Planning Commission? (Attach additional sheet if necessary): I bring 22 years of construction experience.

Highest Level of Education: Some 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: [Redacted] Date: 6/07/2022

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

- 1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall MUST be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945



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CONTACT INFORMATION

Name: Jason R. Sundberg Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Recon Environmental Title: Biological Analyst

Statement of Occupational Experience: I have worked with several Southern California municipalities, utilities, and agencies conducting surveys, preparing biological reporting, and processing environmental permits.

List any past or current community or public service appointments with dates served (Attach additional sheet if necessary): Although I have no previous appointments, I am looking forward to this opportunity at a public service nomination to become more involved in my community. Please refer to my resume for details of my community volunteer experience.

What experience or special knowledge can you bring to the Planning Commission? (Attach additional sheet if necessary): I have experience in all stages of development projects especially in regards to sensitive biological resources. This includes surveys and assessments of development sites, avoidance and minimization during design, aquatic resource permitting, mitigation, and environmental compliance. See additional information on resume.

Highest Level of Education: Bachelor of Science

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: [REDACTED] Date: June 6, 2022

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

1. Email: amalone@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: [Applications mailed to City Hall **MUST** be postmarked by June 7, 2022 5PM to be considered] City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

PROFILE

Lemon Grove resident and homeowner of nine years. Motivated to see Lemon Grove flourish and offer the best quality of life for its residents.

CONTACT

PHONE:
[REDACTED]

EMAIL:
[REDACTED]

ADDITIONAL SKILLS AND EXPERIENCES

International Society of Arborists
Certified Arborist

Institute of Tropical Ecology
Tropical Ethnobotany, Panama
2006

Marquette Area Sister Cities Partnership
Sister City Delegate to Higashiomi, Japan 2005

JASON R. SUNDBERG

BIOLOGICAL ANALYST- RECON ENVIRONMENTAL

EDUCATION

Northern Michigan University
2002-2007
Bachelor of Science, Botany
Minor, Fine Arts

WORK EXPERIENCE

Biological Analyst- Recon Environmental

January 2011- Present

Conduct biological surveys, prepare biological resource reports, consult with clients to avoid, and minimize impacts to sensitive resources.

Conduct wetland delineations, prepare aquatic resource delineation reports, prepare permit packages for regulatory agencies on behalf of clients.

Prepare and implement revegetation plans for mitigation or sensitive species habitat enhancement.

Work locations are primarily in San Diego, Riverside, and Imperial Counties.

San Diego State University Research Foundation- Project Manager

October 2007- January 2011

Prepare revegetation plans, implement planting efforts, and manage continuing maintenance.

Conduct rare plant surveys, prepare reports, and attend agency meetings.

Work locations were primarily military installations in southern California and State Parks.

VOLUNTEER EXPERIENCE

San Diego Canyonlands

September 2009- March 2013

Working with youth to restore urban canyons in City Heights, Plan trails to improve public access.

Coordinate volunteers and teach the public about natural history of the canyons.

I Love a Clean San Diego

April 2012- Present

Participate in Creek to Bay clean up, several locations including Lemon Grove.

California Native Plant Society

October 2008- March 2010

Lead educational plant hikes



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interviews on Tuesday, June 21, 2022, at 6:00 pm. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Victor Vega Address: [REDACTED]
Phone: [REDACTED] Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: N/A Retired Title: _____

Statement of Occupational Experience: Law enforcement / 23 yrs
U.S. Customs and Border Patrol.

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 Planning Commission? (Attach additional
sheet if necessary): (See Second Page)

Highest Level of Education: High 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: [REDACTED] Date: 6/6/2022

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

1. Email: amalone@LemonGrove, City Clerk
2. Mail or Hand Deliver to:
City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945

What experience or special knowledge can you bring to the Planning Commission?

I bring the 23 years of federal experience in dealing with federal laws, regulations, internal and external policies that had to be adhered to in order to be able to perform federal job functions. I also dealt with state laws that had to be interpreted, followed or adhered to in order to be able to coordinate with numerous federal or state entities.

I also bring in the experience of dealing with a wide range of people who have different interest, personalities and coming up with a viable solution or outcome that was beneficial for all of the parties involved.