



City Council Agenda Special Meeting

Tuesday, January 29, 2019

5:30 p.m. - Study Session
6:00 p.m. - General Session

Christine Marick, Mayor

Marty Simonoff, Mayor Pro Tem

Cecilia Hupp, Council Member

Glenn Parker, Council Member

Steven Vargas, Council Member

This agenda contains a brief general description of each item Council will consider. The City Clerk has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. Contact the City Clerk's Office at (714) 990-7756 or view the Agenda and related materials on the City's website at www.cityofbrea.net. Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

Procedures for Addressing the Council

The Council encourages interested people to address this legislative body by making a brief presentation on a public hearing item when the Mayor calls the item or address other items under **Matters from the Audience**. State Law prohibits the City Council from responding to or acting upon matters not listed on this agenda.

The Council encourages free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. Council rules prohibit clapping, booing or shouts of approval or disagreement from the audience. PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION. Thank you.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 990-7757. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

STUDY SESSION
5:30 p.m. - Executive Conference Room
Level Three

CALL TO ORDER / ROLL CALL - COUNCIL

1. **Public Comment**
2. **Clarify Regular Meeting Topics**

DISCUSSION ITEM

3. **Planning Commission Interviews Rules and Guidelines**

REPORT

4. **Council Member Report/Requests**

GENERAL SESSION
SPECIAL MEETING
6:00 p.m. - Council Chambers
Plaza Level

CALL TO ORDER/ ROLL CALL - COUNCIL

5. **Matters from the Audience**

DISCUSSION ITEM

6. **Planning Commission Interviews and Possible Appointments**

ADJOURNMENT

City of Brea

COUNCIL COMMUNICATION

TO: Honorable Mayor and City Council Members
FROM: Bill Gallardo, City Manager
DATE: 01/29/2019
SUBJECT: Planning Commission Interviews

RESPECTFULLY SUBMITTED:

William Gallardo, City Manager
Prepared by: Lillian Harris-Neal, City Clerk

Attachments

Johann Aceves
Sara Barnes-Ramos
Gary Brattain
Jim Grosse
Riley Keller
Jason Kraft
Blake Perez
Dan Phu
Kelly A. Reed
Karyn K. Reed
Robert Warkenton

CITY OF BREA PLANNING COMMISSION APPLICATION

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm interested in serving on: **Planning Commission**

Name: Johann Aceves

Address - Home: _____

Address - Business: _____

Phone - Home: (_____) Business: (_____)

Cell: (_____) Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 **18**

Degree(s)/License(s)/Special Certificate(s):

Master of Business Administration, B.S. Organizational Management

Occupation: Police Officer

Community involvement (including volunteer activities):

Brea Little League, Knights of Columbus, American Legion, Los Angeles Police Protective League

Reason for interest in this position (use additional paper, if necessary): See attached.

Have you applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

****Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.**

****After applying, candidates will be invited to interview at a City Council Meeting.**

Please return to: CITY CLERK -- CITY OF BREA, 1 Civic Center Circle, Brea, California, 92821
or by email at cityclerksgroup@cityofbrea.net

Reason for interest in this position (continued from previous page):

I am applying for the Planning Commission because I believe that strong communities are built on the hard work and dedication of its citizens. As a father, homeowner and, invested community member, the future of Brea is not only important to me, but also to my children. As the city continues to grow, it is important that we as a community welcome growth and development, without abandoning who we are and what we value. The city must continue to attract new businesses, residents and visitors, but we must ensure that we protect the identity and charm that has made our city such a wonderful place.

I have seen firsthand the impact projects and planning can have on a community, both positive and negative. I believe we, as a community, must plan for the future of our city to ensure that we protect property values, maintain the quality of life we expect and create an environment that is conducive to a prosperous city. As a Police Officer, I have worked various assignments that allowed me to the ability to gain experience with planning, zoning and municipal code laws and how they affect communities, businesses and residents.

My wife, children and I look forward to calling Brea home for many years to come. I strongly believe that Brea is a great place to live and raise a family, but we must be visionary and diligent to ensure that we as a community thrive and continue protect our identity and values.

JOHANN ACEVES

OBJECTIVE

As a father, homeowner, and invested community member, I believe that our community must be diligent in long term planning and strive to create a welcoming environment for new businesses, new residents and visitors, while maintaining our community's values. It is important that our city work to protect our property values and quality of life to ensure our city's long term success and prosperity.

EDUCATION

University of La Verne Masters of Business Administration	November 2016
University of La Verne Bachelor of Science in Organizational Management, Magna Cum Laude [GPA 3.83]	November 2014

PROFESSIONAL EXPERIENCE

Los Angeles Police Department **May 2006 - Present**

Police Officer – Background Investigator

- Serve as a background investigator for prospective LAPD Police Officer candidates
- Conduct extensive interviews for each assigned candidate and verify personal and professional history in regard to ethics, integrity and character
- Investigate the statements of former employers and both professional and personal references
- Maintain confidentiality and ethical standards of the Los Angeles Police Department

Police Officer – Investigator

- Served as an investigator for the Los Angeles Police Commission
- Conducted investigations of proposed and current first amendment protected businesses throughout the City of Los Angeles.
- Worked with various city entities to ensure licensed businesses were in compliance with applicable laws.
- Provided security to Police Commissioners
- Attended all Police Commissioners meetings
- Safeguarded procedures outlined in the Brown Act

Other Experiences within the Los Angeles Police Department

- Served on a team to amend the Los Angeles Municipal Code to comply with state law.
- Investigated quality of life complaints and concerns in high-poverty, high-crime areas

- Collaborated with community organizations to improve quality of life for communities
- Patrolled Downtown, Hollywood, and East Los Angeles areas.

U.S. Marine Corps

October 2001 – September 2009

Platoon Sergeant

- Gathered intelligence, developed security and stability operations, and fostered positive working relationships with multiple villages and communities while deployed in Fallujah, Iraq.
- Trained and developed tank crewmen
- Ensured safety of all Marines during training and deployment assignments
- Ensured the maintenance and accountability for vehicles and equipment

CIVIC EXPERIENCE

Board Member – Tomlinson Park HOA – Brea, CA

- Developed positive campaign and generated community interest to hold HOA's first election in its fourteen-year history.
- Led efforts to establish HOA web portal to increase communication, transparency, and promote community engagement.
- Developed plan with other members to revitalize and upgrade common areas.
- As a board, developed long term plan to ensure HOA solvency.

Coach – Brea Little League – Brea, CA

- Coached youngest sons AA baseball team to develop players.

Delegate – Los Angeles Police Protective League PAC – Los Angeles, CA

- Worked with elected officials, directors, and delegates in various initiatives involving public safety and policy.

SKILLS/AFFILIATIONS

- Bilingual and Biliterate in Spanish and English
- Knights of Columbus
- American Legion
- Member of Alpha Chi Honor Society
- Joint Regional Intelligence Center– Terrorism Liaison Officer

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm interested in serving on: **Planning Commission**

Name: Sara Barnes-Ramos

Address - Home: _____

Address - Business: _____

Phone - Home: () _____ Business: () _____

Cell: () _____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 18

Degree(s)/License(s)/Special Certificate(s):

Bachelors of Arts in Business Administration and Minor in Human Resources Whittier College 2003

Occupation: Business owner of Liberty Painting and Restoration Inc. Brea

Community involvement (including volunteer activities):

Please see attached document.

Reason for interest in this position (use additional paper, if necessary): _____

My involvement in the City of Brea over the last few years shows that I have a sincere commitment to the city of Brea

and Brea Residents. I have worked with city staff, city leaders and Brea Residents over the past few years. I have

knowledge of the development process because my company paints newly constructed homes, retail stores and office buildings. I have also has the pleasure of working with Hines on the Brea Place project and learned a lot.
Have you applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

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Sara Barnes-Ramos

OBJECTIVE

My extensive involvement in the Community of Brea professionally and individually shows my commitment to the City of Brea and the residents of Brea. This allows me to be qualified to be on the Planning Commission.

INVOLVEMENT

I am serving as the Chair of the Youth Services Committee on the Board of Directors at the **Brea Rotary Club**. As the Youth Services Committee Chair, I set up the Rotary Interact Clubs at the Brea Jr High and BOHS for the new school year, assist the kids in running their twice per month meetings, assist them in finding and carrying out service projects at their school, in the Brea community and one International project. I also lead our committee meetings.

I have served as an Ambassador for the **Brea Chamber of Commerce** for three years and am still currently doing so. On a monthly basis, I choose a business who is new to the chamber and visit their office, welcome them to the Chamber and answer any questions they might have about the city, business or the Chamber. I follow up with the businesses that I am assigned to each quarter. I attend most Ribbon Cuttings/ Grand Openings of Brea business. I attend the monthly Ambassador meetings and volunteer or attend all Brea chamber Events such as Taste of Brea, State of the City, the Mayor's Cup Classic Golf Tournament and the Chamber Awards Ceremony and Installation luncheon.

I serve on the Nominating Committee for the **Brea Chamber of Commerce**. Our job is to reevaluate the current board of directors and make recommendations on the upcoming year's board. We also make recommendations to the board for the Executive Board.

I have been a Room Parent and In-class Teacher Helper at **Fanning Elementary** since 2013. I teach Art Master's art classes five times per year, I worked with the Brea Rotary to fund their 2017 Color Run (\$500), I worked with the Brea Rotary to fund their Makerspace program (\$5,900) and my company that I own, Liberty Painting has donated money and prize items since 2015.

I was a Team Rep for **AC Brea** for three years and won Volunteer of the Year in 2017. My company, Liberty Painting also financially supports AC Brea.

I was a Team Mom for **Brea Little League** for two years. My company, Liberty Painting also financially supports AC Brea.

I was a Team Rep for **Brea NJB** for two years. My company, Liberty Painting also financially supports AC Brea.

I served as an Ambassador for the **Brea Envisions project**. I engaged regularly with neighbors, community members and persons working in Brea to report information to the Brea Envisions committee at meetings. I attended regular meetings and attended events held at various community locations.

My company that I own donates to the **WILD program at BOHS** and to the **Brea Education Foundation** Annual Golf Tournament.

I am the **Neighborhood Watch** for my neighborhood which is State College and Avocado East and West.

I attend many City Council meetings, many city committee meetings and many city events.

I donate regularly to our City Library and to our elementary schools in the school district.

I assisted Principal Barrientos at Brea Canyon High School in winning a Community Award.

I present Youth Scholarships on behalf of the Brea Rotary Club to the students at Brea Junior High, BOHS and Brea Canyon High School.

I worked with representatives from Hines Development to negotiate a “happy-medium” of the Brea Place project. This was important because we worked for the Brea residents to sustain their quality of life and also ensured Hines Development did not lose too much of what they invested in. I learned all about CEQA and EIR's. I learned much about the planning and development process.

EDUCATION

Bachelors of Arts in Business Administration	Whittier College	2003
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Thank you for your time and consideration.

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm interested in serving on: **Planning Commission**

Name: Gary Brattain

Address - Home: _____

Address - Business: _____

Phone - Home: (_____ Business: (_____

Cell: (_____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 18

Degree(s)/License(s)/Special Certificate(s):

Construction Technology / Building Inspection / Construction Mgmt. / Mini MBA through SBA & Phoenix University / Insurance Adjusting Program / Marketing / Concrete Technology / Training in Catastrophe Mgmt.
State of CA General Contractors License - 1976 Personal #B321842 / 2008 Building Construction Specialties, Inc. #B909584 / State of California Ins. Adjusters Manager License #2B88272 - Builders Consulting Services, Inc.

General Contractor / Building, Design / Investigations / Entitlement / Expert Witness related to Construction Contracts / Construction Insurance Coverage / City of Brea Planning Commission

Community involvement (including volunteer activities):

American Legion / Gold Star Families of America / Support Police Foundations / Designed & Built the Yorba Linda Veterans Memorial to Honor Orange County Gold Star Family's and Veterans / Built the Orange County Peace Officers Memorial in Tustin for the Orange County Sheriff and Police Assns. (includes Brea PD) / I build various Church Memorials / Annual Wreath's Across American at Brea's Memory Garden

Reason for interest in this position (use additional paper, if necessary): SEE ATTACHED

Have you applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

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GARY D. BRATTAIN

CURRICULUM VITAE

GARY D. BRATTAIN

Principal / Manager

Building Construction Specialties, Inc.

CA. License No. B909584

GARY D. BRATTAIN

Senior Building Consultant

Builders Consulting Services, Inc.

CA. License No. 2B88272

SUMMARY OF EXPERIENCE

I have over 40 years of experience in the construction, design/build and insurance industries, I have been involved with, constructed and/or consulted on and been directly responsible for the all phases of related construction, i.e.; design, cost estimating, general contracting, bidding, permitting, inspecting and forensics, construction management, project management, owner's representative and more. My experience includes positions as Chief Project Manager, Project Manager, Estimator, Director of Operations, Project Supervisor, Superintendent, Construction Manager, Owners Representative and Owner/Principal. I have has also worked as a building/construction consultant, designated construction expert, contractor and appraiser. I have long tenure and experience as a western regional, custom, design/build contractor. I have been responsible for complex building projects valued from \$60.0K to \$10.0M with footage from 2,500 sq. ft. single and multi-family residential structures to 45,000 sq. ft. to 640,000 sq. ft. commercial and institutional properties.

PROFESSIONAL EXPERIENCE

Building Construction Specialties, Inc. (Formally Brattain Construction Services) Independent Contractor, Principal

As an independent contractor and principal, I have provided leadership and managed the organization in the design and construction of commercial, residential, industrial and institutional properties. Locally I have projects have included the construction of a 2 story, 25,000 sq. ft. commercial property intended for manufacturing and administrative offices. This project required the firm to act as liaison between the owners, city officials, architects and engineers. Brattain Construction supervised the installation of all operating electrical, plumbing, specialized ventilation for paint areas and dust collection systems as well as coordinating the final facility equipment move and installation. Regionally I performed the conversion and rehabilitation of the Kellogg Stables, a designated historical site, at Cal-Polytechnic – Pomona into a new Student Union Building. Brattain Construction was retained by Wheeler & Grey, structural engineers, to assist in the development of techniques & applications for the City of Los Angeles to reinforce for rehabilitation unreinforced brick buildings. Brattain completed the design/build conversion of a historical old unreinforced brick carriage building in Santa Monica to a restaurant and retail space. These projects required the use of innovative installation and testing techniques related to epoxy applications to un-reinforced masonry. Other project work included the design/build of an office expansion and studio facilities relying on unique space design, owner representation and precise management of the construction project details and schedules. For a California, New Mexico, Nevada based commercial, industrial and multi-unit property holding firm, Brattain Construction performs analysis and evaluation related to damages and repairs as well as acting as general contractor on structural, tenant improvements and new construction. I have has been involved in the investigation of earthquake damage assessment and the implementation of repairs, acquisition of permits leading to the structural retrofit of multiple apartment buildings, hospitals, schools and factories.

GARY D. BRATTAIN

Independent Consultant Building / Insurance Consultant

Experience working locally and nationally performing building / structure failure analysis, safety analysis and forensic studies. I have proven investigative skills and augmented by my hands-on experience, is able to quickly derive expert opinion based in fact, founded on sound logic and supported by thorough documentation including applicable building codes and standards of practice. My skills and knowledge enable me to be uniquely qualified to perform appraisals and estimate building damages for major insurance carriers. This includes the evaluation and analysis of losses and matters related to earthquake, hurricane, tornado, fires, flood, wind/rain, ice, snowmelt, construction defects, safety, etc. I have extensive experience dealing with residential, commercial, industrial, and public properties and structures. My experience and services as a recognized construction expert has drawn me to tasks within residential properties, apartment and condominium complexes, low and high rise buildings, as well as office and manufacturing facilities.

REPRESENTATIVE EXPERIENCE

Laboratories and studios, infomercial development company project, Southern CA - \$7.0M

On a phased project spanning approximately 10 years I was retained as the design/build general contractor and the owner's representative to the local municipal agencies. This engagement called for conceptual and detail design and planning, entitlement, permitting, cost estimating and the construction work to remodel and repurpose approximately 200,000 square feet contained within three college campus buildings.

Independent Charter School expansion projects, Los Angeles, CA - \$4M

On an annual phased basis spanning approximately 9 years I have worked with the Bert Corona Charter Schools and the school board to update and expand their school campuses and facilities. I was a member of the design team performing periodic reviews of the facilities to plan and implement timely campus changes. I provided the school board services to represent them with the municipal agencies for entitlements. I have also been engaged as a consultant to address and resolve their ADA concerns and required upgrades.

Aircraft component and, metal fabrication and finishing facility, Southern CA - \$5M

I was engaged by the owners of a heavy manufacturing site for aircraft components to manage and construct a complex multi-year project to add a new manufacturing line within the plant while not disrupting their current, on-going production operations. I managed the construction design and documents incorporating the new, heavy fixed manufacturing line into the existing plant working with the Owner's plant operational schedules and requirements. I coordinated approvals and work with the municipal authorities particularly related to the intricate personal and structural safety matters related to subsurface construction.

Multi-family complex, Las Vegas, NV - \$22M

I have engaged as a special consultant for 3 years to provide litigation support related to alleged construction defects at this nine building condominium development in the greater Las Vegas area. I have rendered professional expert opinion on these conditions in the settlement reports.

Automobile auction site rehabilitations, AZ, Northern, CA and Southern, CA - \$10M

This international automobile auction & title transfer firm has leased facilities throughout the west coast (8 in southern California alone). I was retained starting in 2000 by their real estate department as one of their designated contractor / consultants to service the various projects or service on their properties. As a retained Consultant to the Owners, I participated in defining the firm's corporate needs, determined scope of remediation's, if necessary. Performing as a General Contractor or Construction Manager I have developed design, pulled permits, developed scope of work or repairs and the related schedules, completed projects and service work.

GARY D. BRATTAIN

Municipal emergency services facility, Northern CA - \$6.5M

As a special Construction Consultant I was engaged for 3 years to perform a forensic analysis related to alleged construction defects in this multi-story municipal life-safety, emergency services facility. I reviewed and provided analysis of schedules and budgets. I oversaw passive and destructive testing of building construction components and other materials. I supervised repairs agreed to in mediation, prepared and issued field reports and provided expert testimony.

Complex structural architectural concrete projects, CA -\$5M

I have built many complex structural architectural concrete projects. I was separately retained as the General Contractor or Construction Manager to oversee the details of these very intricate concrete projects. I have twice been awarded the Charles Pankow Award by the American Concrete Institute for Innovation in Architectural Structural Concrete.

Tilt-up constructions, Southern CA - \$3 to \$8M

I have built over 100 complex architectural concrete Tilt-up buildings. I have been separately retained by owners as a General Contractor, Construction Manager and or as Project Manager. I have been responsible or involved in developing the various designs, entitlements, logistical plans, schedules, construction work and the oversight of this work for the benefit of the owners. In Brea specifically I was retained as the General Contractor / Consultant to build a new Tilt-up for Manufacturing. Additionally I developed and fit-up the new manufacturing facility while moving their manufacturing equipment from an existing facility to the new facility. Then I supervised the decommissioning of the existing plant.

Custom Home Construction and Remodels, CA – 50K to \$2M

Since 1976 I have been retained on over 70 Custom Homes involving new construction or remodeling. I have been retained and worked both as the General Contractor, Construction Manager to oversee these intricate projects. Many of these Homes completed were Design / Build Custom Homes ranging from 500 to 10,000 sq. ft.

EDUCATION

- Certificate Program, Light Construction and Development Management, UCI Extension, Irvine, CA
- Construction Inspection Program, Coastline College, Orange County, CA
- Management Efficiency Program, USCD Extension, San Diego, CA
- Certificate Program, Marketing Communications/Public Relations Management, UCI Extension, Irvine, CA
- FEMA – National Flood Insurance Training, San Antonio, TX
- Carpenter's Apprenticeship Program, Construction Technology, San Diego City Colleges (4 year program)
- Mini MBA through affiliation of SBA & Phoenix (2 year program)
- Emergency Catastrophe Management Training through CNA Insurance
- Adjusters Training (4,000 hrs.)

AFFILIATIONS

- Insurance Dispute Resolution Center – Charter Member
- American Concrete Institute
- Western Regional Master Builders

REGISTRATIONS

- California State Contractors License 321842 B1, 1976. Modified to RMO Status License 909584 B, 2008
- California State Adjusters License 2B88272

AWARDS

- 2008 and 2010 ACI of So. California Chapter "Charles Pankow Award"
For Excellent use of Architectural Structural Concrete in Residential Construction

GARY D. BRATTAIN

Why I Would Like To Continue Being a Planning Commissioner

To: The City of Brea
1 Civic Center Circle,
Brea, CA. 92821

I have had the privilege of being a City of Brea Planning Commissioner since last July of 2018. Being a part of this city's Planning Dept. for that short time has helped me put my life time of experience in Construction & Development to good use for the city I care so much about. I hope to continue to be a Planning Commissioner and complete the work on the many complex projects the city will be dealing with in the next 4 years.

I moved to North Orange County from San Diego in 1980. I talk all the time about one of the first projects I built was the new Brea Olinda School District headquarters in Brea's New City Hall building. I immediately fell in love with the community. I also found my church here, just down the street at Eve Free Fullerton. I became involved in the area using the parks, the sports teams, etc. My son played hockey at the original ice rink in the Brea Mall as a young boy. I started making many friends in the community. It was not until 1990 that I was able to buy a home here, and in old Brea where I wanted to live.

As a young person I had always liked design and construction. I come from a family of engineers. As a young man I always thought everyone could read a set of blueprints, I had to. Anyway this desire led me to become part of the building and design community. I have been doing what I do since 1970. What I like about our community, Brea, is the community's desire to keep our city's history, our design history, our small town feel and big city presence. Since joining the City Planning Commission I have liked being some small part of helping Brea to continue growing and evolving, always improving and reinventing ourselves as a community. I believe if I am confirmed again to be part of the city's planning commission I will devote myself to helping the city realize our shared vision.

Thank you for the opportunity to be considered for this position. I would be honored to take the position if I were selected.



Respectfully,

Gary D Brattain

CITY OF BREA

PLANNING COMMISSION APPLICATION

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm Interested in Serving on: **X Planning Commission**

Name: Jim Grosse

Address - Home:

Address Business:

Phone - Home:

Business:

Cell:

Email:

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 18

Degree(s)/License(s)/Special Certificate(s):

Real Estate License, Certificate in Community Association Management from CAI, Graduate of Dale Carnegie Course in Human Relations, others attached.

Occupation: Property Owner & Manager, Real Estate Sales, Past employment in the retail food industry(35 years mostly management)

Community involvement (including volunteer activities):

BOHS Grad Night Committee (4years), Boardmember BOHS Pep Squad Boosters, President and Treasurer (3 years), BOHS PTA, Brea Historical Society/Museum (10 years, President 5 years Treasurer 3 years). Brea General Plan Committee, Canyon Country Club Estados HOA (Palm Springs), (10 years, 5 as president), Love Brea Volunteer, Involved with Brea Centennial Picnic. More attached.

Reason for interest in this position (use additional paper, if necessary):

I have been a proud member of this community since 1982. I have watched it develop to what we see today. Having been a planning commissioner 3 terms, I want to continue to do what is right for our community's future. I work with a great board now and want to continue. Each of us has our own strength and bring it to the table. I look at each project in to the future knowing what my decisions could affect the next generations.

Have you Applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

** Please include a resume

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James Michael Grosse

Professional Experience

Total Wine & More, Potomac, Ma/ Human Resources Manager

Jan 2011 – September 2011

Part of west coast management team. for east coast company's expansion to the west coast. Hiring responsibility for multiple locations and in-store personnel responsibility.

CVS Pharmacy, Woonsocket, Rhode Island / Management Jan 2010 – April 2010

Store Management Trainee. Placed in accelerated program to be placed as a store director.

Ralphs Grocery Company, Compton California / Director 1973-2008

Responsibilities include all aspects of store operations including customer service, sales, P&L, merchandising, recruitment training/development and performance/productivity improvement. Have managed eleven multi-million dollar locations including remodeled and 4 new ground up locations. Sales range from 16 to 32 million annually with 60-200 employees. Additionally, multiple location responsibility and 1 year assigned to Internal Audit and subsequent responsibility to 22 locations.

OLSR LLC, CEO, Managing Partner 2015 - Present

Arrange the sales and acquisitions of commercial property in a family business. Property Manager

Licenses/Certificates/Association

California Real Estate License, California Notary License, L.A. County Food Handlers License, Human Relations Certificate, Member-Community Associations Institute, CMCA Credential-NBC-CAM.

Community Service

Brea Museum & Heritage Center / Board of Directors / President / Treasurer

Public Service. Responsibility for the opening of a community museum and educational center, including construction, operations, administrative organization, fund raising and grant writing.

City of Brea, Planning Commissioner, Fourth Term

Appointed to post at the municipal level. Responsibility to make decisions for land use in line with the city's general plan. Three times Chair

Board of Directors Canyon Country Club Estados, 10 Years, 4 Years as President

Elected to serve making business and operation decisions for a 120 unit condominium project, Palm Springs, California.

President/Treasurer/Property Manager Clearview Homeowners

Responsibility to all functions of the community association.

Education

University of Phoenix	Business Administration
Dale Carnegie	Human Relations Certificate
Realty Institute	Real Estate License
Goldenwest College	Business Management

Misc. ATTRIBUTES & ACHIEVEMENTS JIM GROSSE

PERSONAL

- President/Board Member CCCE HOA (Palm Springs) Board of Directors 2008-Present
- Treasurer Clearview Homeowners 1987-89
- President Clearview Homeowners 1989-91

COMMUNITY

- Planning Commission :City of Brea 2004-2012
- Brea "Tracks" Committee
- Brea "Birch Hills Community Facility" Committee
- Chair, Brea Senior Citizen Advisory Board 2008
- Board Member Brea Art in Public Places Committee 2005-06
- City of Brea "General Plan Housing Update" 2007-08
- Orange County Transit Authority "Go Local" Task Force 2007
- President, Brea Museum "Board of Directors" 2001-10
- Brea Art Association "Board of Directors ", Treasurer 2002
- City of Brea General Plan Advisory Committee 2001
- Treasurer BOHS Pep Squad Boosters 1998-99
- President BOHS Pep Squad Boosters 1999-01
- BOHS PTA 1999
- Awarded for "Dedication & Service" to Brea 1998
- "Citizen Committee for the Brea City of Brea Trust" 1999
- La County Department of Education Advisory Board 1996-97
- Downey Unified School District ROP 1996-97
- Board Member Ralphs Food 4 Less Foundation 1996-97
- Member Hacienda Height's Chamber of Commerce 1995-96
- Affiliation with the Downey Y.M.C.A.
- Affiliation with the Downey Chapter of ARC
- Sponsor /Volunteer – St John Vianney Church Festival 1994-95
- Sponsor Wilshire Development School for the Handicapped Athletic department
- Top Honors received for fund raising March of Dimes 2001
- Habitat for Humanity 2001
- BOHS Grad Night Committee 2001-04

PROFESSIONAL

- 2005 Special Assignment-charged to evaluate, reorganize to build sales/profit in 5 struggling locations
- Rated in the top ten by John Martin & Associates in Managerial Aptitude 1989
- Awarded Educational Grant from "Integrated Resource Company" for the hiring and development of the handicapped 1989
- Attended "Kantor Course for Business Writing" 1990
- Appointed "District Auditor for Shrink Control and Inventory Management" 1998-2006
- Cited as "Warehouse Example Store" 1999
- Rated "Top Retail Food Store " by the City of Downey 1999
- Recognized and Awarded by "The Best Foods Baking Company" for conducting partnership seminar training new members 1999
- Achieved top results and certificate – "Serv-Safe Food Handling Course" 1998
- Earned L.A. County Food Handlers License

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm interested in serving on: **Planning Commission**

Name: Riley Keller

Address - Home: _____

Address - Business: _____

Phone - Home: () _____ Business: () _____

Cell: _____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 (16) 17 18

Degree(s)/License(s)/Special Certificate(s):
Bachelors of Science Urban^{an} Regional Planning

Occupation: Transportation Planner

Community involvement (including volunteer activities):

I have volunteered to help with numerous community events. I volunteered to help staff the Brea 5K, the Halloween Block Party and as planning intern for several months.

Reason for interest in this position (use additional paper, if necessary): _____

I am interested in serving as a planning Commissioner because I want to serve the community of Brea and help achieve the City's vision and goals.

Have you applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

****Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.**

****After applying, candidates will be invited to interview at a City Council Meeting.**

Please return to: CITY CLERK -- CITY OF BREA, 1 Civic Center Circle, Brea, California, 92821
or by email at cityclerksgroup@cityofbrea.net

Riley Keller

EXPERIENCE

Associate Transportation Planner, Caltrans, San Bernardino, CA • June 2018 - Present

Transportation Planner, Caltrans, San Bernardino, CA • April 2017- June 2018

- Received a promotion following superior performance on multiple projects and duties.
- Prepare Transportation Concept Reports, District System Management Plans, Transportation Corridor Studies/Reports; including the gathering and analysis of data to evaluate the existing and future transportation system to determine recommendations for capacity improvements and multi-modal improvement strategies in the preparation of the resulting reports.
- Assist in stakeholder outreach for priority projects during the approval process.
- Assist in efforts to integrate Department Transportation Plans with the plans of local jurisdictions and regions.
- Review Transportation Impact Studies and Local Development Plans for consistency with the Department system and multi-modal goals.
- Prepare SB1 Program applications; including the gathering and analysis of data in preparation of the resulting reports.
- Contract manager for the Sustainable Communities Grant, awarded to the City of Redlands, funded by SB1.
- District Employee Transportation Coordinator; maintain compliance of Rule 2022 of South Coast Air Quality Management Board; including the gathering and analysis of data in preparation of reports to maintain compliance.
- Preparation of Service Agreements (U10) to procure training services for unit.

Planning Intern, Brea City Planning Department, Brea, CA • Dec 2016 - April 2017

- Process and review certificates of occupancy based on local zoning codes
- Process and review sign permits based on local zoning codes
- Inventory secondary dwelling units
- Update Zoning and General Plan maps in GIS
- Outreach and marketing to the public
- Receive and review comments from building, engineering, fire and public works on projects
- Update website
- Review landscape plans base on California's drought guidelines

EDUCATION

California State Polytechnic University, Pomona

Bachelor of Science in Urban and Regional Planning • March 2017

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the environmental review process for CEQA and NEPA
- Knowledge of the trends in transportation planning
- Ability to research, analyze and make sound recommendations
- Basic knowledge in GIS software
- Basic knowledge in transit modeling software
- Knowledge of the 4-step transportation model
- Ability to read and review site plans
- Knowledge of the entitlements process
- Ability to develop, implement and monitor policies

- Skilled in Adobe Creative Suites, Excel, and Word
- Ability to effectively communicate orally and in writing

RELEVANT SCHOOL PROJECTS

- Completed a mixed methods research study for a senior project evaluating the accessibility of Los Angeles public transportation systems and Community Health Clinics.
- Partnered with Heritage Housing Partners to identify, analyze and recommend potential housing developments
- Partnered with Grid Alternatives to identify, analyze and recommend how to how target low-income markets

RELEVANT LEADERSHIP EXPERIENCE

- Served on the Community Development Committee for the American Planning Student Association at Cal Poly • 2014-2017
- Board member of Orange County Young Planners Group (OCYPG) • 2016-2017

**CITY OF BREA
COMMISSION / COMMITTEE APPLICATION**

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on one of Brea's Commissions or Committees, please complete the following application:

Planning Commission Application deadline: June 22, 2018 at 5:00 p.m.

<input checked="" type="checkbox"/> Planning Commission	
--	--

Name: Jason Kraft

Address - Home: _____

Address - Business: _____

Phone - Home: (_____) Business: (_____)

Cell: (_____) Email: _____

Education: (Circle highest grade completed) 8 9 10 11 12 13 14 15 16 17 **18**

Degree or course of study in college: B.S. Computer + Information Science, NJIT
MBA, Santa Clara University

Licenses or special certificates held: n/a

Occupation: Business Analyst

Community involvement: (including volunteer activities)
Community engagement on local social media groups (moderator on Nextdoor, Facebook-Brea Buzz)
BOUSD Facility Master Plan Core Committee

Reason for interest in this position: (use additional paper, if necessary): _____

Have you applied for this commission/committee before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a resumé, if available. **Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.**

Please return to: CITY CLERK -- CITY OF BREA, 1 Civic Center Circle, Brea, California, 92821
or by email at lillianhn@cityofbrea.net



I would like to use my skills in business analysis and financial analysis to help the city implement plans for smart growth, taking into account varying needs from residents, visitors, business owners, and city government.

Jason L. Kraft

SKILL SUMMARY

- SAP Business Intelligence/Netweaver Business Warehouse (specializing in custom front-end development for business analytics, queries, and dashboards), Data Warehousing, HANA, SAP Portals, SAP ECC
- Data Visualization (Tableau), User Experience Architecture, Interface Design, Web Interfaces and Development (HTML, JavaScript, CSS, Web/Database Connectivity, VBScript, Active Server Pages, Dynamic HTML)
- Process Modeling (Visio), Continuous Process Improvement, Project Management, Social Media Engagement
- Business Analysis, Finance, Accounting, Economics, Statistics, Legal Analysis

INTERESTS

Debate, family, hiking, law, politics, public policy, science fiction, social media, teaching, technology, tennis, writing

EDUCATION

Sept 1996 - May 2000: New Jersey Institute of Technology, Albert Dorman Honors College, Newark, NJ

- B.S. in Computer and Information Sciences with minors in Quantitative Economics & Statistics, *summa cum laude*

March 2007 – June 2010: Santa Clara University, Leavey School of Business Santa Clara, CA

- Masters in Business Administration, focus on Finance and Technology Management

VOLUNTEER ACTIVITIES

March 2010 – Nov 2011: Child Advocates of Silicon Valley Milpitas, CA

- Served as Court-Appointed Special Advocate, mentoring an at-risk foster child and advocating for them in court

WORK EXPERIENCE

June 2007-Nov 2011: Let Them Eat Cake: The Allergy-Friendly Patisserie LLC Milpitas, CA

Co-Founder and Business Manager <http://www.allergyfriendlypastries.com>

- Responsible for sales, marketing, procurement, IT, business development, legal, operations, accounting, and deliveries
- Custom-order bakery serving the SF Bay Area with baked goods made without common allergens, sold business in 2011

June 2000-Present: Johnson & Johnson Brea, CA

2000-2002: Information Technology Leadership Development Program

- Three eight-month rotations: J&J World Headquarters - Business Intelligence Group, Independence Technology - Information Management, and J&J Pharma R&D - Research Innovation Team

2002-Present: Business Analyst - SAP Business Intelligence, Beacon Center of Excellence, Janssen R&D

- Responsible for all user-facing aspects of Beacon, the Johnson & Johnson Pharma R&D SAP implementation
- Designed and created user experience for SAP Portal and SAP Business Intelligence analytics tools
- Designed and created proprietary analytics solutions, reports, and dashboards for R&D financials, project management, procurement, headcount, time reporting, and resource allocation data
- Created and integrated Tableau data visualization functionality within SAP Business Intelligence platform

PUBLICATIONS

Sept 2007 BW Expert Magazine: *Improve the Usability of BW Web Reports with HTML and JavaScript*

**Dec 2010 Book published by SAP PRESS: SAP Netweaver BW 7.x Reporting – Practical Guide
Focused on developing reports and dashboards using SAP Netweaver BW tools**

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

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I'm interested in serving on: **Planning Commission**

Name: Blake Perez

Address - Home: _____

Address - Business: _____

Phone - Home: () _____ Business: () _____

Cell: () _____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 18

Degree(s)/License(s)/Special Certificate(s):

BA in Political Science from UC Berkeley; Diploma from Brea Olinda High School

Occupation: Project & Legislative Affairs Coordinator at a record expungement law

Community involvement (including volunteer activities):

Completed the 2018 Brea Police Citizen Academy

Candidate in the 2018 City Council Election

Reason for interest in this position (use additional paper, if necessary): Please see attached.

Have you applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

****Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.**

****After applying, candidates will be invited to interview at a City Council Meeting.**

Please return to: CITY CLERK -- CITY OF BREA, 1 Civic Center Circle, Brea, California, 92821
or by email at cityclerksgroup@cityofbrea.net

Blake Perez

January 8, 2018

City of Brea
1 Civic Center Circle
Brea, California, 92821

Dear Members of Council:

I am writing to express my strong interest in being appointed to the City of Brea Planning Commission. It represents a great privilege and opportunity to serve the community in an impactful way. The planning commission holds a valuable and important role in guiding the direction of growth in our community, and I feel that it is important that a voice from my generation be included in the community growth decision making process. Our decisions we make now will impact the kind of community our families have in the future, and whether or not we are a community that continues to provide opportunity to the subsequent generations. I believe that I can be an effective and productive voice in the discussion, and I would look forward to the opportunity to serve in this capacity.

My career in legislative analysis has provided me experience navigating the state legislative process. I understand how to read and break down proposed legislation, as well as how to share that information with the general public in a way that is not bogged down in legal jargon. I evaluate legislation for its potential impact on my firm's business of giving people second chances, and write articles for our website that break down the impact of the legislation on those people's lives. These communication and analysis skills will help me be an effective commissioner. It is most vital that the commission's decision making be accessible and transparent. That is only way we earn valuable community engagement, and ultimately, community buy in for the decisions made by this commission.

I love Brea and I appreciate what this community has provided for my family, my friends, and myself. I want to ensure that our growth meets our community's vision for the future, while also conforming with the council's stated policy goals. I hope to earn the opportunity to serve the community in the capacity of planning commissioner. Thank you for spending the time considering my application.

Sincerely,

Blake Perez

Blake S. Perez

Education

University of California, Berkeley
Bachelor of Arts, Political Science

August 2014

Skills

- Tech savvy and proficient with Microsoft Word, Microsoft Excel, Adobe Lightroom, and Google Suite
- Excellent oral and written communication skills
- Proficient understanding of the legislative process, and able to analyze legislative initiatives and provide meaningful research summaries to senior staff
- Problem solver with the ability to learn a new area of public policy quickly and effectively
- Effective leadership and management skills with the ability to maintain composure and good judgement in stressful environments

Experience

The Law Firm of Higbee & Associates, Santa Ana, CA

April 2017-Present

Project & Legislative Affairs Coordinator

- Co-authored a successful government contract bid to be the third party contractor with the State of Ohio to update private background check databases with sealed and expunged criminal court records. Currently serve as the project coordinator, keeping senior staff on track and maintaining consistent communication with our court staff counterparts.
- Proofread legal documents drafted by law clerks before they are filed with the court to ensure attorney edits were properly incorporated, and that there are no grammatical errors or typos.
- Develop and edit content for the Recordgone website, including writing blog posts analyzing current and pending criminal justice legislation, and writing landing page content for our new legal services.
- Provide general administrative support to the supervising attorney and supervising paralegal, ensuring a proper workflow between the case managers and senior legal staff.

Blake Perez for Brea City Council 2018 , Brea, CA

July 2018-November 2018

Candidate

- Draft and develop policy statements and messaging that connects voters to my vision for the community.
- Communicate with community members through informal meet and greet events, and one on one to learn about the issues that they value the most.
- Plan and organize community engagement events, including securing venue space and supplies to engage community members with my campaign.
- Maintain and file financial reports to ensure campaign remains in compliance with campaign finance rules
- Review and analyze policy challenges facing the city, and propose possible solutions that I would engage in if elected to office.
- Develop and schedule Facebook advertising within the campaign's advertising budget availability.

The Foundation for Continuing Justice, Santa Ana, CA

November 2015-April 2017

Deputy Legislative Affairs Director

- Engage in outreach to legislators via letters and mailers informing them of our services, and offer legislative assistance to promote expungement policy reform. Successfully increased the number of legislative bills filed in 2017 over the previous year.

- Track and evaluate legislation in multiple states across the country, including legislative action in the state of Arizona.
- Coordinate and manage the Foundation's legislative initiatives, including assigning content creation to attorneys and working collaboratively with our technology team to develop Twitter Ad campaigns and campaign websites to support legislative initiatives we are promoting.
- Increase overall law firm awareness of the Foundation's efforts and accomplishments by drafting and disseminating a quarterly internal newsletter outlining the goals and accomplishments of the Foundation.
- Serve as the legislative analyst, tracking criminal justice legislation and writing research summaries of legislation that could impact the area of the law we operate in.
- Roll was merged with the Project & Legislative Affairs promotion I received within my primary division.

The Law Firm of Higbee & Associates, Santa Ana, CA

February 2015-April 2017

Senior Case Manager

- Mastered an understanding of how to navigate court procedure in four different states, including how to coordinate case filings and retrieve case-relevant information from numerous, and varied, judicial and government agencies.
- Supervised the development of interns and provided training on the skills necessary to process criminal cases, including how to navigate court procedures and criminal records.
- Managed a high volume of calls, and communicated to prospective new clients a general understanding of the Recordgone process and the eligibility requirements to utilize our services.
- Improved efficiency and effectiveness of NJ, NY, MN, and MI case processing which increased client satisfaction and reduced average daily tasks from over 100 average daily tasks to fewer than 50 average tasks a day.
- Prepared legal petitions for filing with the court and responded to requests for information from court staff.

British Consulate General, San Francisco, CA

October 2012-June 2013

Press, Politics, Public Affairs Intern

- Increased the consulate's Facebook engagement by measuring which types of posts and what timing of posts received the highest engagement from our target audience. Tracked social and traditional media chatter to measure the public response to public events that the consulate's staff were involved in.
- Briefed senior staff on current events by researching and summarizing regional news relevant to the consulate's political and economic mission. This included tracking legislative initiatives and summarizing the status of various state provisions that were of interest to the consulate.
- Researched local public policy initiatives, including a project involving researching press reports on PG&E's smart meter implementation, and summarized the information into research briefs that could be used by senior staff in presentations to visiting Members of Parliament.

Awards and Honors

- Eagle Scout Award, Troop 801 Brea
- City of Brea, *Commendation*, 2016
- California State Assembly, *Certificate of Recognition*, 2016

CITY OF BREA PLANNING COMMISSION APPLICATION

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I'm interested in serving on: Planning Commission

Name: Hung (Dan) Phun

Address - Home: _____

Address - Business: _____

Phone - Home: () _____ Business: _____

Cell: () _____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 18

Degree(s)/License(s)/Special Certificate(s):

UCI: BA, Env. Analysis and Design

CSUF: MS. Env. Studies

Occupation: Environmental and Transportation Planning

Community involvement (including volunteer activities):

Brea Traffic Committee (since 2015)

Reason for interest in this position (use additional paper, if necessary): I would like to continually improve the quality of life for Breans. I bring a unique perspective to planning given my background and occupation in environmental and transportation planning. I've worked on large-scale conservation plan and transportation infrastructure

Have you applied for the Planning Commission before? Yes No projects.

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

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or by email at cityclerksgroup@cityofbrea.net

Experience	June, 2015–Present	OCTA	Orange, CA
	Program Manager		
	<ul style="list-style-type: none">▪ Manage staff responsible for long-range plans (SR-91 Implementation Plan; 91 Express Lanes toll policy; and Conservation Plan).▪ Present to Board of Directors, local agencies, and stakeholders. Lead policy/technical discussions at two environmental programs Committees.▪ Manage Env. Mitigation Program (EMP): negotiate and acquire conservation properties, establish an endowment, and lead public hikes.▪ Manage Env. Cleanup Program (ECP): issue competitive call for projects, establish funding guidelines, and administer grants.▪ Perform intergovernmental review of general/development plans, regional transportation plan, and work closely with Caltrans.▪ Analyze legislative impacts on agency (AB 32, AB 52, SB 375, etc.).▪ Provide environmental guidance on highway, transit, and rail projects.▪ Advise management on program policies and represent agency in litigation matters.		
	June, 2009–June, 2015	OCTA	Orange, CA
	Section Manager III		
	<ul style="list-style-type: none">▪ Managed staff responsible for technical work and Retrofit Soundwall Program.▪ Managed 50+ engineering/planning contracts for programs and projects.▪ Implemented M2 EMP, ECP, and project study reports.▪ Presented to Board of Directors, local agencies, and stakeholders. Lead policy discussions at Committee meetings.▪ Provided environmental guidance for highway, transit, and rail projects.▪ Implemented state/federal environmental policies/guidelines.▪ Obtained Fish and Wildlife Service grants and acquisition funds.		
	January, 2007–June, 2009	OCTA	Orange, CA
	Section Manager II		
	<ul style="list-style-type: none">▪ Managed consultants performing engineering and planning studies.▪ Managed staff responsible for the OCTA Retrofit Soundwall Program.▪ Led policy/technical discussions at I-405 Stakeholders Working Group.▪ Collaborated with SCAG to program freeway projects into the RTIP.▪ Advised Project Managers on matters related to environmental issues.▪ Analyzed pending environmental legislation.		
	May, 2006–January, 2007	Parsons	Irvine, CA
	Project Planner		
	<ul style="list-style-type: none">▪ Supervised environmental planning staff (Senior and Associate levels).▪ Performed business development function and interfaced with clients.▪ Supported Port of Long Beach, OCTA, local agencies, and Caltrans.▪ Managed environmental studies for large-scale transportation projects.▪ Conducted technical studies (i.e., air quality, visual assessment, etc.).▪ Advised clients on planning/engineering issues (i.e., Caltrans guidance).		

May, 2005–May, 2006 Parsons Irvine, CA

Principal Environmental Planner

- Supervised environmental planning staff (Associate level).
- Managed environmental documents for major transportation projects.
- Project Manager for Caltrans environmental on-call contract.
- Provided environmental guidance to OCTA and local agency clients.

January, 2005–April, 2005 Access Services, Inc. Los Angeles, CA

Operations Administrator

- Implemented lawsuit settlement: provided data to plaintiff's legal counsel.
- Perform conflict resolution on high-level customer complaints.
- Represented agency at interagency meetings.

April, 2001–March, 2005 Caltrans, District 12 Irvine, CA

Associate Environmental Planner

- Managed the State Route 22 Highway Occupancy Vehicle (SR-22 HOV) lanes project's Environmental Impact Report/Statement.
- SR-22 HOV project lead staff at public scoping meetings and open house meetings. Interfaced regularly with residents and elected officials.
- Provided oversight on local agencies' projects and worked closely with SCAG to update RTP/RTIP.

February, 2000–March, 2001 Caltrans, District 12 Irvine, CA

Environmental Planner

- Managed environmental documents for SR-22 soundwalls program.
- Interfaced with stakeholders on controversial issues at public meetings.
- Managed environmental documents for state highway system projects.

June, 1999–February, 2000 Foothill Transit West Covina, CA

Special Projects Coordinator

- Researched new transit technologies (i.e., alternative fuels and updating the Board on AQMD/CARB proposals).
- Provided agency input on proposed Assembly/Senate Bills.
- Selection panel member for transit procurements.

April, 1999–June, 1999 Foothill Transit West Covina, CA

Assistant Transit Planner

- Prepared staff reports and updated Long Range Transit Plan.
- Prepared National Transit Database reports.
- Served as Emergency Response Coordinator.

August, 1998–March, 1999 Irvine Ranch Water District Irvine, CA

Temporary Employee (Planning Intern)

- Assisted in the revision of the Water Resources Master Plan.
- Updated IRWD's street index.
- Filed CEQA Categorical Exemptions with County Clerk's Office.

Hung (Dan) Phu

- Education**
- CA State University, Fullerton Fullerton, CA
- M.S., Environmental Studies (Planning and Policy).
- University of CA, Irvine Irvine, CA
- B.A., Environmental Analysis and Design.
- Public Office Appointment**
- City of Brea Traffic Committee Member since 2015.
- Affiliation**
- National and California American Planning Association (APA) member.
 - U.C Irvine Alumni Association member.
 - California State University, Fullerton Alumni Association.
- Speaking Engagements**
- UC Irvine, Master of Urban & Regional Planning: Environmental Law & Policy (Endangered Species and CEQA).
 - CSU, San Bernardino Master's Program: CEQA/NEPA processes.
 - CSU, San Jose Master in Transp. Program: M2 EMP.
 - CSU, Fullerton Master's in Planning: M2 EMP.
 - Association of Environmental Planners Conference (Conserv. Plan).
- Accolades**
- 2017 Caltrans Excellence in Transportation Awards (EMP).
 - CASQA's Outstanding Stormwater BMP Project for 2014.
 - OCBC Turning Red Tape into Red Carpet Award (EMP 2014).
 - OCTA Administrative Employee of the Month (October 2009).
 - Caltrans Superior Accomplishment Award (managed SR-22 EIR/EIS).

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

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I'm interested in serving on:

Planning Commission

Name: Kelly A. Reed

Address - Home: _____

Address - Business: _____

Phone - Home: _____ Business: _____

Cell: _____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 **16** 17 18

Degree(s)/License(s)/Special Certificate(s):

BA in Business + Marketing from Whittier College 1988

Occupation: Stay at Home Mom, Volunteer

Community involvement (including volunteer activities): (Also see Resume attached)

Hills for Everyone

PTO, PTA, PTSO - Olinda Elem. Brea Jr. High Brea HS

OVHA - Homeowners Board for Olinda Village

Reason for interest in this position (use additional paper, if necessary): _____

See attached

Have you applied for the Planning Commission before? Yes No

Would you like to be notified of other volunteer opportunities? Yes No

****Please include a résumé.**

****Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.**

****After applying, candidates will be invited to interview at a City Council Meeting.**

Please return to: CITY CLERK - CITY OF BREA, 1 Civic Center Circle, Brea, California, 92821
or by email at cityclerkgroup@cityofbrea.net

I am interested in being a Planning Commissioner because I have lived in Brea for 27 years and I absolutely love our city. I came here as a married professional, raised a family here, and have been extremely involved in Brea life. I love the diversity, character, vibrancy and flavor of our city. I also appreciate our unique geographic location and have always been pleased with the importance the city has placed on open spaces and outdoor recreating. The Tracks at Brea have been such a positive and creative addition to the city that benefits everyone. On that, I believe great planning takes into consideration the "greater good." And that a health city is balanced and offers opportunities for income, commerce, recreation, entertainment and safe places for children to be 24/7.

Kelly Reed

SUMMARY

I have 16 years of experience in Marketing and Advertising management. For the last 15 years, I have been a fulltime parent to my daughter Katelyn who happens to have Down syndrome. In between learning about and caring for her needs, I have volunteered my time and experience to numerous organizations in Brea and the surrounding communities.

SKILLS

- Results – oriented
- Quick learner
- Creative

EXPERIENCE

09/2018 to present **PTA Treasurer at Brea High School**

09/2016 to 06/2018 **PTA Treasurer**

Brea Junior High School – Brea, CA

I was responsible for the incoming and outgoing funds for the Brea Junior High PTA. I was responsible for keeping current and accurate tax documentation and filings as well as membership dues and insurance.

09/2015 to 06/2016 **PTO Co-President**

Olinda Elementary School – Brea, CA

I helped direct and lead the fundraising and coordination of all activities of the PTO including the management and distribution of a \$100,000 budget.

EDUCATION

1988 **Bachelor of Arts: Business/Marketing**
Whittier College – Whittier, CA United States

ACTIVITIES AND HONORS

Member/Volunteer - Hills for Everyone (2008 – present)

President – Olinda Village Homeowners Association (2006 – 2014)

Board Member – Olinda Village Homeowners Association (2017 - present)

Nominating Committee – Messiah Lutheran Church Council – (2016 – 2018)

Public Speaker – Special Needs & Advocacy (2004 – present))

Founding Member – Chromie Crew – A non-profit organization that raises money and awareness for Down syndrome (2017 – present)

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm interested in serving on: Planning Commission

Name: Karyn K. Reed

Address - Home: _____

Address - Business: _____

Phone - Home: (_____) Business: (_____)

Cell: _____ Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 14 15 16 17 18 19

Degree(s)/License(s)/Special Certificate(s):
B.A. Social Work, Juris Doctor Degree, California + Pennsylvania Bar Associations, California Real Estate Broker

Occupation: transactional real estate + finance attorney

Community involvement (including volunteer activities):
Assistant Girl Scout Leader (2 yrs), Girl Scout Leader (5 yrs), National Charity League, I Love Brea Day, Dog Park Focus Group (Sean Matlock)

Reason for interest in this position (use additional paper, if necessary): I have been a resident of Brea since June 2000. I care deeply for our city + would like to use my professional legal experience + real estate knowledge to help my community in future development planning.

Have you applied for the Planning Commission before? Yes No
Would you like to be notified of other volunteer opportunities? Yes No

- **Please include a résumé.
- **Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.
- **After applying, candidates will be invited to interview at a City Council Meeting.

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or by email at cityclerksgroup@cityofbrea.net

KARYN K. REED

EXPERIENCE

PRIVATE INVESTMENT COMPANIES AND LAW FIRMS

Orange County, CA

General Counsel and Contract Attorney

January 2012 – Current

- *Acquisitions and Dispositions:* Draft and negotiate purchase and sale agreements, conduct due diligence, and draft closing documents. Draft and negotiate joint venture and other owner entity agreements.
- *Commercial Finance:* Draft and negotiate financing documents for the acquisition and construction of commercial and multi-family real estate on behalf of lenders and borrowers. Review leases and prepare subordination agreements. Draft modification and/or assumption agreements regarding the restructuring of debt. Review and analyze borrower entity documentation.
- *Title Review:* Review and analyze title reports. Prepare title instructions for issuance of lender title insurance policies.
- *Leasing:* Draft and negotiate commercial leases and subleases for landlords and tenants.
- *Private Funds:* Direct legal matters, including the preparation of limited partnership agreements, offering memoranda, subscription documents, compliance programs and regulatory reporting.

REED LAW CORPORATION, PC

Fullerton, CA

Partner, Finance and Real Estate

April 2002 – July 2012

- *Acquisitions and Dispositions:* Drafted and negotiated purchase and sale agreements, conducted due diligence, reviewed title reports and surveys, resolved title and survey issues, and drafted closing documents. Drafted and negotiated joint venture agreements.
- *Finance:* Reviewed and analyzed real estate financing documents with respect to obtaining or restructuring debt.
- *Commercial Leasing:* Drafted and negotiated leases and subleases for both retail and office landlords and tenants.
- *Corporate Formation and Management:* Formed and dissolved corporations, limited liability companies and other corporate entities. Performed all corporate regulatory, compliance, and governance functions, including scheduling annual meetings and preparing minutes and resolutions. Negotiated business contracts.
- *Telecommunications Leasing:* Provided leasing services to major wireless telecommunications providers. Duties included client management, negotiating and drafting leases, drafting easements, title review and title issue resolution, and drafting legal opinions regarding final legal approval for construction of telecommunication sites.
- *Land Entitlement Processing:* Processed land entitlements through applicable local and county governmental agencies. Managed consultants with respect to civil engineering, environmental, biological, archeological, and architectural functions in conjunction with entitlement processing.

LATHAM & WATKINS LLP

Costa Mesa, CA

Associate, Finance and Real Estate Department

March 2001 – April 2002

- *Commercial Leasing:* Drafted and negotiated leases and subleases for commercial and retail landlords.
- *Acquisitions and Dispositions:* Drafted and negotiated purchase and sale agreements for raw land and commercial real estate, conducted due diligence, reviewed title reports and surveys, resolved title and survey issues, and drafted closing documents. Created special purpose limited liability company for development of residential housing community.

MORGAN, LEWIS & BOCKIUS LLP

Philadelphia, PA and Los Angeles, CA

Associate, Real Estate Section

August 1998 – February 2001

- *Telecommunications Leasing:* Managed a team of associates and paralegals providing leasing services to a major wireless telecommunications provider. Duties included daily client management, the distribution of incoming assignments, negotiating and drafting over 100 leases per year, drafting easements, title review and title issue resolution, and drafting legal opinions regarding final legal approval for construction of telecommunication sites.
- *Commercial Leasing:* Drafted and negotiated leases and subleases for both landlords and tenants.
- *Acquisitions and Dispositions:* Drafted and negotiated purchase and sale agreements, conducted due diligence, reviewed title reports and surveys, resolution of title and survey issues, and drafted closing documents, including deeds, bills of sale, resolutions, and secretary's certificates. Created special purpose joint venture entities.
- *Financing:* Drafted and negotiated financing and closing documents for construction, acquisition and refinancing loans, conducted due diligence, and drafted legal opinions.
- *Other Activities:* Organized annual Real Estate Section firm-wide retreat. Participated in Firm's tutoring program for inner-city youth and annual Coat Drive to benefit the underprivileged.

A. RAYMOND HAMRICK, III, A LAW CORPORATION

Associate

**Universal City, CA
October 1997 – July 1998**

- *Litigation:* Drafted various pleadings, including complaints, answers, demurrers, motions to compel, motions for reconsideration, motions to vacate, appellate briefs, and oppositions. Drafted discovery requests and responses.
- *Insurance Coverage:* Performed extensive insurance coverage work within the construction defect area, including analysis of insurance policies and preparation of coverage opinions and reservations of rights.

U.S. BANKRUPTCY COURT, SOUTHERN DISTRICT OF CALIFORNIA

Judicial Extern to The Honorable Peter W. Bowie

**San Diego, CA
Summer and Fall 1996**

- Assisted with preparation of weekly calendar by writing bench memoranda, summarizing motions, and analyzing legal issues. Conducted research on various matters taken under submission.

EDUCATION

UNIVERSITY OF SAN DIEGO SCHOOL OF LAW

Juris Doctor

**San Diego, CA
May 1997**

- *Distinctions:* Highest Grade in Realty Planning with High Pass (Honors) and Lawyering Skills I (Legal Research and Writing)
- *Activities:* Women's Law Caucus, Director of Public Relations, 1996 - 1997; Phi Delta Phi, Exchequer 1996 - 1997

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts, Social Work

**Long Beach, CA
May 1993**

- *Honors:* Dean's Honors List, 1992 - 1993

PROFESSIONAL AFFILIATIONS

BAR MEMBERSHIPS

- State Bar of California, admitted December 1997
- United States District Court, Central District of California, admitted December 1997
- State Bar of Pennsylvania, admitted November 1998

LICENSED REAL ESTATE BROKER

- California Department of Real Estate, Licensed since 2001

INTERESTS

Enjoy playing soccer, reading, world history, ancient Greek and Roman history, gourmet cooking, baking, and K9 training.

**CITY OF BREA
PLANNING COMMISSION APPLICATION**

The City of Brea depends upon citizen participation and service. Citizen volunteers play a vital role in the conduct of governmental affairs and provide an important element in achieving the goals of the City. If you would like to serve on Brea's Planning Commission, please complete the following application:

I'm interested in serving on:

Planning Commission

Name: ROBERT WARKENTON

Address - Home: _____

Address - Business: _____

Phone - Home: () _____

Business: () _____

Cell: _____

Email: _____

Education (Circle highest grade completed): 8 9 10 11 12 13 **14** 15 16 17 18

Degree(s)/License(s)/Special Certificate(s):

Please see resume enclosed

Occupation: Retired Optician

Community involvement (including volunteer activities):

Please see resume enclosed

Reason for interest in this position (use additional paper, if necessary): I would like to contribute all I can to make the City of Brea, my home since 1981, a great place to live, raise a family, shop and work.

Have you applied for the Planning Commission before?

Yes

No

Would you like to be notified of other volunteer opportunities?

Yes

No

****Please include a résumé.**

****Applications may be submitted at any time for consideration when vacancies occur. They will remain on file for one year from date received.**

****After applying, candidates will be invited to interview at a City Council Meeting.**

Please return to: CITY CLERK – CITY OF BREA, 1 Civic Center Circle, Brea, California, 92821
or by email at cityclerksgroup@cityofbrea.net

Robert T. Warkenton

Resume and Background

as of January, 2019

May 2009 to Present: Volunteering for various non-profit organizations.

January 1982 to May 2009: Owner of Warkenton Optical Services--a wholesale only eyeglass fabrication business.

Responsibilities: Performing everything to enable a thriving, very profitable business to continue to be successful, and flourish. Accounts consisting of ophthalmologists and optometrists would send eyeglass frames along with an Rx thru an overnight private optical courier service to Warkenton Optical Services lab and the glasses would be made and returned the same day to the accounts for non-bifocals and the next day for multifocals. Direct hands-on experience duties dealt with actual fabrication of eyeglasses, accounts receivable, collections, advertising, banking, taxes, bookkeeping, investing, profit and loss issues, equipment upkeep, replacement and repair, trouble shooting for the Drs. offices, dealing with employees of the Drs. offices to help them excel in their duties, public speaking at "service club" luncheons to inform the public about eyeglass lenses and frames, continuing education credits for national certification, State of California compliance issues, and many other issues regarding the day to day operation of a small business.

Affiliations:

Christ Lutheran Church, Costa Mesa, volunteer to enable donated eyeglasses to be given to the needy in Honduras.

Current Chairman, Supervisory Committee (4 yrs.) American First Credit Union, Brea.

Graduate National Association of Interpreters as a Certified Interpreter.

Carbon Canyon Regional Park; Interpretive Hike Guide, restoration of trails and gardens.

O.C. Parks; volunteer for events, restoration programs, group hikes.

Joshua Tree National Park; lead volunteer acting as instructor/student liaison for college level seminars, and programs insuring safety and successful professional presentations.

Laguna Canyon Foundation; volunteer in nursery, restoration, and group hikes.

Private Pilot Certificate, and owner of N7789W, a PA 28-180, 1985 to 2010.

C.C.W. permittee in Orange County.

Volunteer as a role-player for Firearms Training Associates of Huntington Beach, volunteering as an armed perpetrator in various live sim-ammo firearm scenarios.

Member National Academy of Opticianry.

National Certified Optician by American Board of Opticians.

Advanced S.C.U.B.A certificates with NAUI and L.A. County Underwater Programs.

Interests;

A balance of family, social interactions, fine arts, hobbies, religious and philosophical interests, and as much philanthropy as affordable.

Goals;

To do all I can to make this life a better place in which to live and thrive. To help maintain our society to the highest standards. To look and actually see. To listen and actually hear. To live a full life without regret and help my children and their children do the same. To help and enable my fellow man to live better. To give and pass on my life's experiences so others may gain from my knowledge.

Resident, City of Brea since December, 1981.