City of Santa Paula

City Council

MAYOR LESLIE CORNEJO
VICE MAYOR PEDRO A. CHAVEZ
COUNCILMEMBER JENNY CROSSWHITE
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER ANDY SOBEL

CITY COUNCIL SPECIAL MEETING OF THE
SANTA PAULA CITY COUNCIL

WEDNESDAY, APRIL 17, 2024

4:00 PM - City Council Special Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

BRINGING ITEMS BEFORE THE CITY COUNCIL

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a ***Public Comment Form*** noting your name and address and submit the form to the City Clerk. Include the Agenda item number you wish to speak on. Members of the public may address the Council on items on this agenda only. ***Public Comments are limited to 3 minutes.***

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by three hours before the meeting date will be provided to the legislative body before the meeting. Public Comments received after, will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

In compliance with the ***Americans with Disabilities Act****, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.*

SPECIAL MEETING - COUNCIL CHAMBERS

1. **CALL TO ORDER**
   REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. **ROLL CALL**

3. **PUBLIC COMMENT**
   At this time, members of the public may comment on any item appearing on the agenda only. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. **Public Comments are limited to three minutes.**

4. **ORDER OF BUSINESS**

   4.A **COMMITTEE/COMMISSION/BOARD INTERVIEWS**
   RECOMMENDATION:
   Staff recommends that the City Council:
   Interview applicants to fill open Commission, Committee, Boards.

5. **ADJOURNMENT**

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front

door of City Hall, 970 Ventura Street, Santa Paula, California.

On_____at_____Signed:_____

Julie Latshaw

City Clerk

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: COMMITTEE/COMMISSION/BOARD INTERVIEWS

Date: April 17, 2024

Agenda Item: 4.A

RECOMMENDATION:

Staff recommends that the City Council:
Interview applicants to fill open Commission, Committee, Boards.

BACKGROUND:

The City Clerk's office published Vacancy Notices for all open positions on Commissions, Committees and Boards, in the Santa Paula Times, City website and social media during the months of September 2023 through April 2024. Applicant applications are attached as Exhibit A.

The City Council will hold applicant interviews to fill the following:

- **Parks & Recreation** to fill one vacancy for a three-year term (4/17/2024-4/17/2027). Applicants: Chris Ines-Solis and Anna Varela. If one of the applicants are appointed, this committee will be filled. The next opening available for Parks & Recreation is 7/7/2024.

- **Measure T Oversight Committee** to fill one vacancy, for one four-year term as at-large, (2024-2028). Applicant: Edd Bond, is an employee of the Santa Paula Unified School District. Under the Measure T Oversight Committee Guidelines, Section 2.B. states applicants are not qualified if they are a public employee. Staff plans to submit a request at the April 17, 2024, City Council Regular meeting, requesting clarification of "a public employee". If at that meeting, Council clarifies and re-defines what "a public employee" is, then staff is prepared to bring a request for appointment to Council at a regular meeting in May. If, or until, Council amends the guidelines, Council is unable to appoint this applicant.

- **Affordable Housing Trust Fund Oversite Committee** This is a new Committee, where members serve a two-year term. In the first year of appointment the term of the members will be staggered so that the terms of three members end in even-numbered years while the terms of the other two members end in odd-numbered years. The Committee shall consist of five (5) members appointed by the Council who have the following qualifications: 1) One member who is a resident of an affordable housing development;

2) Three residents at-large; 3) A resident of the City, unless the appointee is the one non-resident member with qualified experience in the area of affordable housing finance and development and whose membership is approved by a resolution of the City Council (SPMC 12.04). Council is asked to begin interviewing for five vacancies, three two-year terms (2024-2026), and two one-year term (2024-2025). Applicants: Joseph Beerhalter, and Christen Lopez. There are two additional applicants available for an interview in May. Once Council is ready to appoint three or more applicants, this Committe would have a quorum to move forward while Staff continues to solicit for more applicants until the Committee is filled.

ANALYSIS:

None.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, appointments to this Committee assist in the furtherance of the Mission, Vision, and overarching categories and goals found within City Council's two-year Strategic Plan.

FISCAL IMPACTS:

There are no fiscal impacts associated with this item.

OPTIONS:

City Council may also request staff to publish openings again for additional applicants. Any additional applicants could be interviewed in May 2024.

ATTACHMENTS:

EXHIBIT A - Applicant Applications.pdf

EXHIBIT A

Committee/Commission/Board Applications

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD APPLICATION

CITY MANAGER'S OFFICE

MAR 13, 2023

RECEIVED

Return to: City of Santa Paula, City Clerk
PO Box 569/970 Ventura Street
Santa Paula, CA 93061
(805) 933-4208

Instructions: Thank you for your interest in serving on a commission, committee, board, or authority for the City of Santa Paula. Resumes are welcome, but may not be substituted for the completed application. Please type or print clearly in black ink, and answer all questions completely and correctly. We welcome applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, or disability.

Position Applying For: Parks and Recreation Commission	
Name: Chris Ines-Solis	
Mailing Address: [redacted]	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone:

EDUCATION

Circle the highest education level	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA MA PhD	High School Graduate ☒ Yes ☐ No
	Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
Ventura College	Criminal Justice	Yes
Franklin University	Criminal Justice Administration	Yes

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
Causes of Juvenile Delinquency	Franklin University	4
Evidence Based Practices	Franklin University	4
Research Writing	Franklin University	4
Ethics in Criminal Justice	Franklin University	4

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Registered Spectacle Lens Dispenser Expiration Date: 11/30/2026	community and youth involvement, therapy dog program, Santa Paula Optimist Member

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: Santa Paula Unified School District, Santa Paula High	Dates of Employment: From To October 2014 Present
Address: 404 N Sixth St	Telephone: 805-525-4400 ex. 22431
Supervisor: Dr. David Keys	Job Title: Principal
Nature of Duties: Paraeducator, support student engagement and educational curriculum, assist with student outreach	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

STATEMENT OF INTEREST

Please indicate below the reasons you are interested in serving on a commission or committee for the City of Santa Paula. Include in your answer a summary of your qualifications for the position and your commitment to the community. Also include other factors that you feel are important for the City Council to know. Additional sheets may be attached.

I am an active member of our community. Youth engagement is a focus point. As a club advisor for many clubs at
Santa Paula High, I would like to learn more about what our city has to offer our youth and what opportunities are available
to encourage them to be involved.

Signature [redacted] Date 3/8/2024

Thank you for your interest!

CITY MANAGER'S OFFICE

FEB 28, 2024

RECEIVED

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD
APPLICATION

Return to: City of Santa Paula, City Clerk
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Position Applying For: Parks and Recreation Commission	
Name: Anna Varela	
Mailing Address: [redacted], Santa Paula CA 93060	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone:

EDUCATION

Circle the highest education level		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (BA) MA PhD	High School Graduate	☒ Yes ☐ No
	Passed equivalency tests	☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
Oxnard College	~~AA~~ Communication Studies	AA Communication Studies
Cal State Channel Islands	Communication Studies	BA Communication Studies

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
Conflict Management	CSUCI	3
Non profit Management	CSUCI	3
Strategic Communication	CSUCI	3
Leadership Studies	CSUCI	3

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	Santa Paula Social Services Coalition Co-chair Heritage Valley Young Professionals Group Co-chair

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: Mercy House Living Centers	Dates of Employment: From 7/2023 To Present
Address: 2323 Knoll Drive, Ventura	Telephone:
Supervisor: Vinna Castellano	Job Title: Community Engagement Specialist
Nature of Duties: Manage and coordinate donations, volunteers, & and fundraisers for Ventura County	

Employer: Ventura County Adult Day Healthcare	Dates of Employment: From 5/2022 To 7/2023
Address: 1700 N. Lombard St., Oxnard	Telephone: 805-278-4321
Supervisor: Joseph Cardenas, MSW	Job Title: Community outreach/Social Work Assistant
Nature of Duties: Seek and research new sources of prospective participants. Grow and maintain comprehensive list of referral sources. Manage caseload of 10 participants.	

Employer: Community Memorial Health System	Dates of Employment: From 8/2020 To 12/2021
Address: 147 N. Brent St., Ventura	Telephone: 805-948-5011
Supervisor: Jose Leon	Job Title: Clinic Scheduler
Nature of Duties: Route calls for 14 outpatient clinics. Assist patients in evaluating insurance type and scope of coverage.	

STATEMENT OF INTEREST

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Please see attached form

Signature [redacted] Date 2/23/2024

Thank you for your interest!

City of Santa Paula Commission Application

Statement of Interest- Anna Varela

As a native of Carpinteria, small towns have a special place in my heart. This love of community and getting to know my neighbors was further fostered and grew during my time at CSUCI, whose educational foundation is centered on being community-focused. When I began my term as co-chair of the Santa Paula Social Services Coalition in 2022 I saw an opportunity and a need for folks to get civically involved. When I moved to Santa Paula two years ago, my engagement in this special town was cemented. I became a stakeholder in the success of my new home.

I am applying to be part of this commission because I believe my background in Communication Studies, and my history of volunteering for groups serving those who need it most perfectly position me to further serve this community and support its Parks and Recreation Department.

Anna Varela

[redacted]

Summary of Qualifications

- Strong verbal and written communication skills in both English and Spanish
- Excellent organizational and self-motivational skills able to handle multiple tasks
- Excellent public speaking and presentation skills

Education

Bachelor of Arts in Communication Studies May 2022
California State University Channel Islands, Camarillo, CA
Associate of Arts in Communication Studies May 2020
Oxnard Community College, Oxnard, CA

Work Experience

Community Engagement Specialist July 2023- Present
Mercy House Living Centers Ventura, CA

- Seek out community support to be represented on Regional Advisory Council
- Create and sustain relationships with city staff, community organizers, local business leaders, and church partners for the sake of building out a fundraising plan
- Manage volunteer placement and performance, reporting on volunteer/donation hours to management
- Direct the coordination of holiday events and adopt a resident program and special volunteer projects
- Oversee the implementation and maintenance of volunteer platform
- Donation coordination and tracking, and thanking donors who provide in-kind donations
- Coordinate with programs to see what the major needs are

Community Outreach Coordinator/SWA May 2022- July 2023
Ventura County Adult Day Health Care Oxnard, CA

- Seek and research new sources of prospective participants in the community
- Interview and screen prospective participants to see if they would qualify and benefit from Community Based Adult Services (CBAS)
- Grow and maintain comprehensive list of referral sources
- Assist the social worker in facilitating and translating Life Skill groups for the English and Spanish speaking population
- Advocate for patients by helping them obtain medical equipment and connect them with community resources and agencies (IHSS, transportation agencies, etc)
- Network with local referral sources to encourage referrals
- Engage community through management of social media platforms and in-person presentations
- Assist Social Worker in facilitating and translating Life Skills group for English and Spanish speaking population
- Advocate for participants by helping them access community resources and medical equipment
- Coordinate, manage, and oversee resource fair by creating marketing materials and inviting agencies to share resources

- Lead marketing meetings to create marketing goals, grow social media presence, community awareness and engagement

Clinic Scheduler
Community Memorial Health System Ventura, CA August 2020- December 2021
- Route calls for 14 outpatient clinics to various departments
- Assist patients in evaluating insurance type and scope of coverage
- Assist patients in scheduling appointments with family doctors, mental health providers, and specialists
- Manage scheduling for over 200 providers, including specialists and surgeons

Community Outreach/Veterinary Technician
Santa Paula Animal Rescue Center Santa Paula, CA August 2019- July 2020
- Create Facebook series for community outreach (Tech Tuesdays)
- Select monthly educational video topics and write scripts
- Design informative handouts in English and Spanish for pet owner education
- Conduct intake exams, monitor surgery induction and recovery

Volunteer/Internship Work

Committee Co-Chair August 2022- Present
Santa Paula Social Services Coalition
- Oversee, promote and facilitate all Coalition meetings and events
- Attend all meetings and Coalition events, and vote on Coalition matters
- Responsible for updating and maintaining the Coalition roster
- Assist in planning and executing the annual Spring into Summer Community Fair
- Work with City officials and Parks and Recreation Department to obtain necessary permits

Committee Chair August 2022- December 2023
Heritage Valley Young Professionals Group
- Vote on YPG matters
- Attend all meetings and YPG events, and vote on YPG matters
- Manage and update member roster

Event Planning Intern
Big Brothers Big Sisters of Ventura County, Camarillo, CA January-April 2022
- Conduct event outreach to request in-kind donations and event sponsorship
- Managed day-of-event schedule for performers and vendors

Campus Involvement

Public Speaker
OC WeSpeak Oxnard, CA March 2020
- Present speech to audience of over 200 attendees on overcoming health problems and advocating for one's own health

CITY OF SANTA PAULA
CITY CLERK

MAR 2 2 2024

RECEIVED

CITY OF SANTA PAULA COMMISSION/COMMITTEE/BOARD APPLICATION

Return to: City of Santa Paula, City Clerk
PO Box 569/970 Ventura Street Santa Paula, CA 93061
(805) 933-4208

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Position Applying For: Measure T Oversight Committee	
Name: Edd Bond	
Mailing Address: [redacted]	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone: [redacted]

EDUCATION

Circle the highest education level	High School Graduate ☒ Yes ☐ No
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA MA PhD (Ed. D.)	Passed equivalency tests ☐ Yes ☐ No N/A

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
Cal State, Long Beach	Business Administration	Bachelor of Science
Cal State, Dominguez Hills	Educational Administration	Master of Arts
Univ. of Southern California	K-12 Leadership	Doctor of Education

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED

Business Finance	CSU, Long Beach	3
Public Policy Org. Theory	CSU, Long Beach	3
Public Policy Analysis	CSU, Long Beach	3
Managerial Accounting	CSU, Long Beach	3

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Administrative Services Credential Expiration Date: April 2026	

EMPLOYMENT HISTORY

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Employer: Santa Paula USD	Dates of Employment: From 9/20 To Present
Address: 201 South Steckel, Santa Paula	Telephone: 805-933-8800
Supervisor: Jeff Weinstein	Job Title:Superintendent
Nature of Duties: Oversee site principals, human resources, student support services, professional development	

Employer: Oxnard School District	Dates of Employment: From 7/17 To 9/20
Address: 1051 S. A Street, Oxanrd	Telephone: 805-385-1501
Supervisor: Jesus Vaca	Job Title:Assistant Superintendent
Nature of Duties: Director of Certificated Human Resources - Oversee certificated HR, negotiations, position control, labor management relations	

Employer: Oxnard School District	Dates of Employment: From 7/13 To 7/17
Address: 1501 S. A Street, Oxnard	Telephone: 805-385-1501

Supervisor: Cesar Morales	Job Title:Superintendent
Nature of Duties: Middle School Principal - manage school operations, establish educational program, supervise staff, serve as liaison with district staff	

STATEMENT OF INTEREST

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I have extensive experience with budgeting in public organizations. I have a degree in business administration, which gives me a knowledge base that would assist in this role. As a ten year resident of Santa Paula, I have demonstrated my commitment to the community with my long time membership in the Optimist Club and a six year term on the Santa Paula Parks and Recreation Commission. I look forward to other opportunities to serve Santa Paula and see the Measure T Oversight Committee as an amazing opportunity.

Signature [redacted] Date 3-22-24

Thank you for your interest!

CITY OF SANTA PAULA
CITY CLERK

MAR 18 2024

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CITY OF SANTA PAULA COMMISSION/COMMITTEE/BOARD APPLICATION

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Position Applying For: Affordable Housing Trust Fund Oversite Committe	
Name: Joseph Beerhalter	
Mailing Address: [redacted] Santa Paula CA 93060	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone: [redacted]

EDUCATION

Circle the highest education level	High School Graduate ☑ Yes ☐ No
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA MA PhD	Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
University of Arizona Global Campus	Criminal Justice	Bachelors
Drug and Alcohol Program Manager		US Navy

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: County of Ventura Healthcare Agency	Dates of Employment: From To Feb 2020-Current
Address: 825 N. Tenth St	Telephone: 805 9338665
Supervisor: Brigynda Marshall RD	Job Title: Dietary Technician
Nature of Duties: Under supervision of RD observe and monitor patient food intake, nutrition plan, and assist	
in food production.	

Employer: Ventura County Probation agency	Dates of Employment: From To March 2018- Dec 2018
Address: 4333 E. Vineyard Ave Oxnard CA	Telephone: 805 981-5521
Supervisor:	Job Title: Jail Cook
Nature of Duties:	

Employer: US Navy	Dates of Employment: From To July 1994 - March 2018
Address:	Telephone:
Supervisor:	Job Title: Chief PettyOfficer
Nature of Duties: Responsible for over 10 Million Dollars of inventory and equipment for Large Food	
Service operation. Ensured all training and compliance for over 20 personnel.	

STATEMENT OF INTEREST

Please indicate below the reasons you are interested in serving on a commission or committee for the City of Santa Paula. Include in your answer a summary of your qualifications for the position and your commitment to the community. Also include other factors that you feel are important for the City Council to know. Additional sheets may be attached.

As a resisdent that strives to ensure the best for the community, serving on this committee would allow me to make reasonable recommendations and accurate reports to City Council pertaining to the affordable housing fund. The publics trust and being a good steward for the public is essential to use the funds from revenue to address Santa Paulas unique needs in housing. I can utilize over 10 years of program management and leadership to properly execute the duties for this committe.

Signature [redacted] Date March 18, 2024

Thank you for your interest!

CITY OF SANTA PAULA
CITY CLERK

DEC 20 2023

RECEIVED

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD
APPLICATION

Return to: City of Santa Paula, City Clerk
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Position Applying For: Affordable Housing Trust Fund Oversite Committee	
Name: Christen Lopez	
Mailing Address: [redacted] Santa Paula, CA 93060	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone: N/A

EDUCATION

Circle the highest education level	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 **BA** MA PhD	High School Graduate ☑ Yes ☐ No
	Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
UCLA	Political Science	Yes, magna cum laude.

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
All Undergrad Coursework		

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: AutoCamp Hospitality Group	Dates of Employment: From To June 2018 - Current
Address: 121 E. Mason Street, Suite B, Santa Barbara, CA 93101	Telephone: (805) 622-7043
Supervisor: Chris Haydon, President	Job Title: Director of Asset Management
Nature of Duties: Manage all investments and asset manage the assets for the company. Make strategic deicisions.	

Employer: City of Santa Monica	Dates of Employment: From To June 2017 - June 2018
Address: City Hall, Santa Monica, CA	Telephone:
Supervisor: Bill Friedel, HR Manager	Job Title: Administrative Intern
Nature of Duties: Assist with city recruitments.	

Employer: UCLA School of Law, Career Services	Dates of Employment: From To Septemeber 2016 - June 2018
Address: 405 Hilgard Ave, Los Angeles, CA, 90095	Telephone:
Supervisor: Sombra Ruiz, Administrative Assistant	Job Title: Student Worker
Nature of Duties: Assist with various administrative projects.	

STATEMENT OF INTEREST

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See attached

Signature [redacted] Date 12/8/2023

Thank you for your interest!

CHRISTEN LOPEZ
[redacted] Santa Paula, CA 93060
[redacted]

December 08, 2023

Julie Latshaw, City Clerk
City Clerk Department
City of Santa Paula

Dear Julie Latshaw:

I am writing to apply for a position in the Affordable Housing Trust Fund Oversight Committee (Resident at Large). With over 7 years combined experience in data analysis, financial analysis, and administration, I would be an excellent participant in this committee.

Currently, I am the Director of Asset Management for a hospitality real estate and development company, AutoCamp. I am responsible for ensuring our assets perform and meet their investment criteria. I have been with the company for about 5.5 years where I have been promoted throughout my tenure here. Prior to being promoted to my current position, I was the Director of Investments, Senior Associate of Financial and Investment Analysis, and Associate of Financial Analysis. Throughout my time with the company, I have been responsible for all financial analysis, housing analysis, data analysis, forecasting, and underwriting for domestic and international deals. I have put together countless dashboards, spreadsheets, presentations, market studies, and reports to analyze project feasibility, and have been responsible for communicating detailed analysis across departments, to investors, to equity partners, and to key stakeholders. During that same time, I still managed many of the administrative items that carried forward from previous positions within the company.

I initially started my professional career as the CFO's, now President, Executive Assistant. During my time in that position I managed the President's email, schedules, and high level tasks such as drafted legal management contracts, reviewed negotiation documents, and managed investor relations. Additionally, I managed purchase orders and accounts receivable/ payables. I also served as the Interim Head of People and Culture (HR Manager), where I managed recruitments, benefits, training, and compliance. The HR team consisted solely of me with the occasional assistance from the Controller for benefits. During this time, I implemented and streamlined processes for my team to ensure compliance was met and other HR functions were running smoothly. After a year in that position I was promoted to the Associate of Financial Analysis role due to my hard-work ethic, analytical nature, desire to learn, and my deep passion for problem solving.

I am extremely excited to be applying to join the Affordable Housing Trust Fund Oversight Committee as I am passionate about working for the community I live in, and contributing to an equitable and sustainable housing plan for the City. After working for the City of Santa Monica during my time in college I have always wanted to work my way back into the public sector and this is the best way to integrate my interests and knowledge I have gained through my education and work experience. I am extremely passionate about community involvement, and believe land use/housing is integral to our community especially during growth. I am committed to making my presence on the Affordable Housing Trust Fund Oversight Committee an invaluable resource. I look forward to discussing the opportunity, presenting my qualifications, and sharing my enthusiasm with you.

Thank you for your time, consideration, and forthcoming response.

Sincerely,

[redacted]

Christen Lopez

CHRISTEN LOPEZ

[redacted]

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES — Los Angeles, CA
B.A., Political Science, 3.91 GPA — June 2018

- *Honors:* College Honors Program, Dean's List (6 of 6 quarters), and ***magna cum laude***
- *Scholarship:* League of Mexican American Women Honors Scholarship (2016 & 2017)
- *Activities:* UCLA Law Fellow, Hermana Unidas, UCLA Club Softball, and UCLA Summer Medical and Dental Internship

EXPERIENCE

AUTOCAMP, INVESTMENTS — Remote (Santa Paula, CA)
Director of Asset Management — July 2023 – Present

- Oversee investment performance and make strategic plans for asset to meet their investment criteria
- Conduct any analysis for the corporate company and any items related to properties and ownership investments
- Develop and manage strategic capital recommendations, business plans, and action plans
- Perform micro and macro market and consumer behavior analysis for each asset
- Assist in acquisitions and mergers, investor relations, operations, and accounting

AUTOCAMP, INVESTMENTS — Remote (Santa Paula, CA)
Director of Investments — July 2022 – Present
Senior Associate of Investments and Finance — July 2021 – July 2022
Associate, Financial Analysis — July 2019 – July 2021

- Developed, maintained and managed all global and domestic financial models to assess multimillion dollar development projects and debt scenarios
- Managed all investor correspondence, administration, bi-annual reports, distributions, and updates
- Developed financial tools for asset management to adequately compare actuals to the proforma, calculate KPIs and better analyze operating and development data
- Produced detailed analysis for prospective development project risks, fee structures, unit ROI, investor capital event and operating distribution recommendations, and real estate sale prices for CEO's personal investments
- Spearheaded the COVID-19 relief process, which included researching and applying for loans, grants, and forgiveness
- Performed deep market analysis to form data driven views on revenue and expense projections in the underwriting process
- Conducted and Assisted with analysis on housing legislation to create a comprehensive employee housing plan
- Conducted detailed analysis for real estate due diligence, prospective development project risks, fee structures, unit ROI, investor capital event and operating distribution recommendations
- Created equity offering packages, investment memorandums, lender packages, risk analysis presentations for capital partners, executive team, investment committee, and potential lenders
- Assisted with due diligence items from large institutional banks and private equity firms for financing

AUTOCAMP, FINANCE AND ACCOUNTING — Santa Barbara, CA
Executive Assistant — June 2018 – July 2019

- Ensured A/P and A/R, personal reimbursements, and credit card reconciliations were completed in a timely manner
- Maintained, organized, tracked and handled all company formation documents, legal documents, business licenses, DMV services and registrations, tax documents and distributions, and executed contracts
- Managed the CFO's correspondence, scheduling, travel arrangements, and all investor correspondence
- Served as Interim Head of People and Culture, managed recruitments, on-boarding, training and benefits

CITY OF SANTA MONICA, HUMAN RESOURCES — Santa Monica, CA
Administrative Intern — June 2017 – March 2018

- Developed and administered the inaugural Management Fellows recruitment and created SOPs which are currently used
- Collected and analyzed comprehensive data and presented findings verbally and in writing to high-level leadership such as the City Manager, Head of Human Resources, and Director of Finance
- Researched and analyzed departmental statistics to determine the direction and goals for the $40,000 Big Blue Bus campaign

INTERESTS

Enjoys reading, traveling, being outdoors with my dogs and family, playing sports/surfing, DIY projects, and trying new restaurants