

COMMITTEE MEMBERS

Laura Hoffmeister, Chair
Carlyn S. Obringer, Member

Civic Center
1950 Parkside Drive
Concord, CA 94519
www.cityofconcord.org



**Special Meeting of the
Youth and Education
Committee**

Tuesday,
June 16, 2026

5:30 p.m.

Garden Conference
Room
1950 Parkside Drive
Concord, CA

Information for the public on participation at Committee meetings can be found on the back of the Speaker Identification Card. Should you have any questions after consulting the Speaker Identification Card, please contact staff prior to the Committee meeting.

AGENDIZED ITEMS – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

1. ROLL CALL

2. REPORTS

The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes. **Please see “How to Submit Public Comments” above.**

- a. **Interview** – applicants for one position on the Parks, Recreation, and Open Space Commission for the remainder of a four-year term ending June 30, 2029, and make a recommendation to the City Council for appointment.
Report by Joelle Fockler, City Clerk.

3. ADJOURNMENT

NOTICE TO THE PUBLIC

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure §1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited by California law to raising only those issues you or someone else raised in the hearing or in a written correspondence delivered to the City Council prior to or at the hearing.

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator Tianjun Cao at (925) 671-3243 or Tianjun.cao@cityofconcord.org, at least 24 hours in advance of the meeting. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Justin Ezell, Assistant City Manager
Joelle Fockler, City Clerk



Staff Report

Date: June 16, 2026

To: Council Committee on Youth & Education

From: Justin Ezell, Assistant City Manager

Prepared by: Joelle Fockler, MMC, City Clerk
Joelle.Fockler@cityofconcord.org
(925) 671-3390

Subject: **Interview applicants for one position on the Parks, Recreation, and Open Space Commission for the remainder of a four-year term ending June 30, 2029, and make a recommendation to the City Council for appointment.**

Report in Brief

The Youth and Education Committee (Hoffmeister/Obringer) will conduct interviews to fill one position on the Parks, Recreation, and Open Space Commission for a four-year term ending June 30, 2029, and make a recommendation to the City Council for appointment.

Recommended Action

Interview applicants to fill one position on the Parks, Recreation, and Open Space Commission for a four-year term ending June 30, 2029, and make a recommendation to the City Council for appointment.

Background

In accordance with Policy and Procedure No. 89, an announcement was made on April 14, 2026, to fill one position on the Parks, Recreation, and Open Space Commission for the remainder of a four-year term ending June 30, 2029. Applications were due to the City Clerk on Friday, May 15, 2025, at 5 p.m.

The Parks, Recreation and Open Space Commission is made up of five adult members that serve four-year terms and two youth members that serve a one-year term. Members must be residents of Concord who hold no other municipal office in the City of Concord. The youth members are appointed by the adult members. The Commission

advises the City Council on matters related to public parks, open space, recreation, and youth; reviews and recommends Council action to develop, modify, and/or improve City parks; promotes recreation and park programs, assesses park and recreation needs, and recommends capital improvement projects and fees.

The City's Conflict of Interest Code requires the Parks, Recreation and Open Space Commission members to complete a Conflict of Interest Form 700. Filings are required within 30 days of assuming office and on an annual basis.

Nine applications were received, and all applicants qualified to be interviewed. Jessica Navarrete withdrew her application on June 12, 2026. The applicants to be interviewed are Michelle Brown, Robert Ashley, Matthew Lewis, Benjamin Potter, Lance LeDrew, Kemberly Lopez, Robert Bagley, and Brian Capurro (listed in interview order). Mr. LeDrew is currently serving on the Concord Pavilion Community Outreach Committee and understands that he must resign that position if chosen to serve on the PROSC.

Public Contact

The Agenda was posted.

Attachments

1. Application Summary
2. Application Packet (Redacted)
3. Concord Municipal Code Chapter 2.20, Article VI – Parks, Recreation and Open Space Commission

Parks, Recreation, and Open Space Commission Applicants (in Interview Order)

Name	Employer	Occupation
Michelle Brown	Gumsaba	Fitness Professional, Medical Exercise Specialist, Self-Defense Expert
Robert Ashley	FEMA	Senior Watch Officer
Matthew Lewis	Visit Concord	Director of Sales
Benjamin Potter	Kaiser Permanente	Supply Chain Analyst V
Lance LeDrew	City of Palo Alto	Recreation Coordinator – Special Events
Kemberly Lopez	Energy Solutions	Project Manager
Robert Bagley	Berkeley Unified School District	Maintenance Technician
Brian Capurro	City and County of San Francisco	Equal Employment Office Senior Investigator

Profile

Michelle

First Name

Brown

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

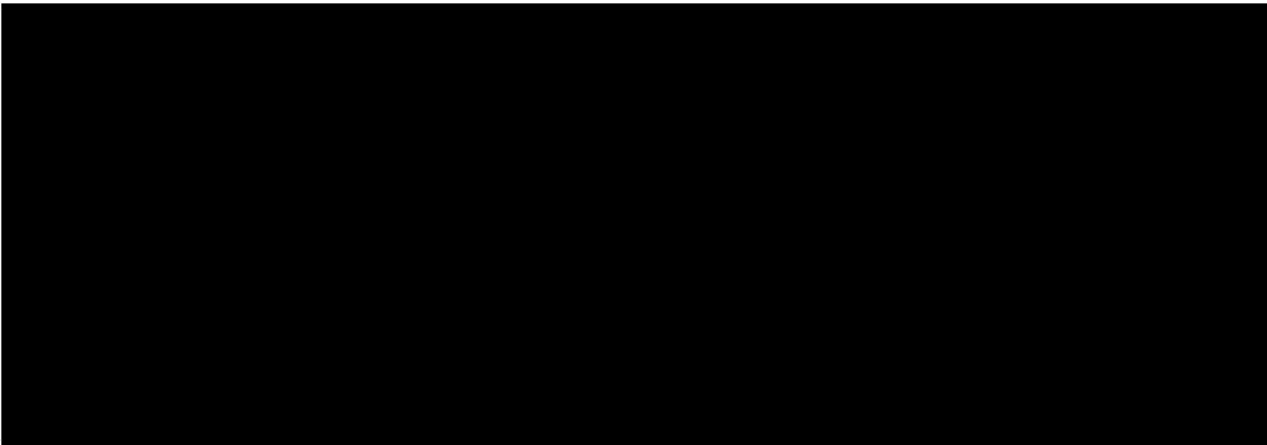
2

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

50



Self

Employer

Owner at Gumsaba

Job Title

Fitness Professional,
Medical Exercise Specialist,
Self Defense Expert

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

AA

Name of School and Year Degree Received

Diablo Valley College 1996

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

ACE (American Council On Exercise): Certified Subject Matter Expert Medical Exercise Specialist Health Coach Personal Trainer 2nd Degree Kung Fu Black Belt, 2009 Kuoshu World Kung Fu Champion, Neu Ulm Germany FIDM Fashion Design Degree 1996

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

None.

Interests and Experience

Question applies to multiple boards

Please state your reason for applying, including qualifications for this position:

I am an avid trail hiker, park goer and outdoorswoman. I feel deeply connected to this place that I have lived my whole life. Building a successful business in contra costa county has been a privilege and I am looking for ways to be more involved in the destiny of our beautiful parks and wild spaces.

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

Women's Commission, Contra Costa board member 2017. - Wrote a report on the state of drug addicted women in CoCo county. - Voted on various issues affecting women in our community. California Health Medical Reserve Corps (A volunteer unit of the US Medical Reserve Corps) Board Member 2014-2016 - Created and Presented the "Silver Bullet" program designed to help isolated seniors access safe physical activities and create healthy bonds with their peers.

Question applies to multiple boards

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

My ability to bring out the best in people is what has made my business successful. Having trained as a full contact fighter for 15 years I have built a solution oriented mindset, and see problems as opportunities to grow and learn. I enjoy working in a team environment and feel very confident in my collaboration & communication skills.

Upload a Resume

How did you hear about this opening?

City Council announcement

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

I, applicant for a City of Concord Board, Commission or Committee, warrant the truthfulness of the information provided in this application. I certify under penalty of perjury that I am a resident of the City of Concord and meet the eligibility requirements.

Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

Please Agree with the Following Statement

I acknowledge that by submitting this application the information provided will be published as part of the public record, and that the City will make every effort to ensure personal contact information is redacted. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Acceptance.

I Agree *

Electronic Signature - Please type your First and Last Name

Michelle Brown

Application

Profile

Robert

First Name

Ashley

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

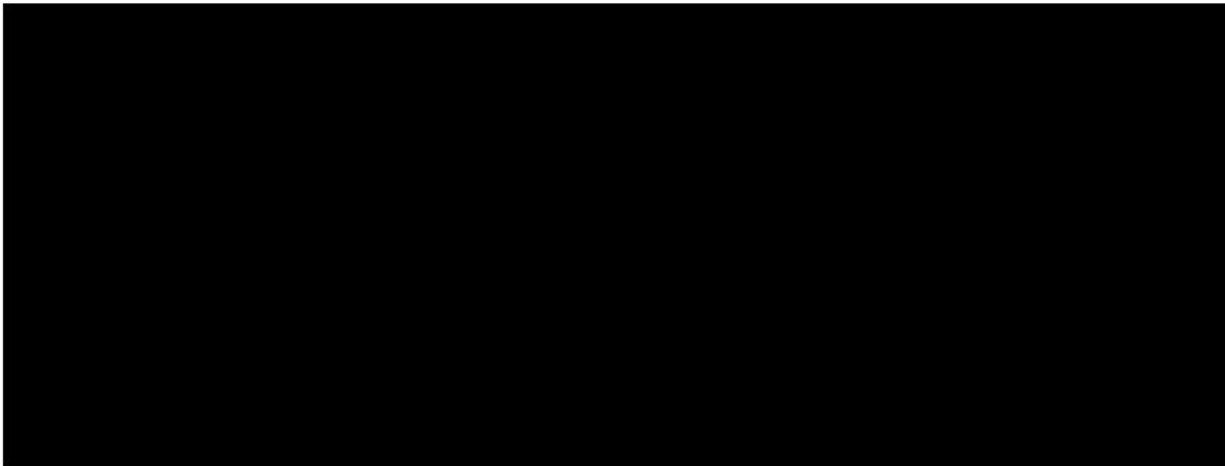
2

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

11



FEMA

Employer

Senior Watch Officer

Job Title

Federal

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Bachelors of Science in Engineering Management

Name of School and Year Degree Received

United States Military Academy, c/o 2004

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

N/A

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

None

Interests and Experience

Question applies to multiple boards

Please state your reason for applying, including qualifications for this position:

I am a resident of Concord - we raised our children (and continue to raise our 13 y/o) between Pleasant Hill and Concord, and are actively engaged in the local Scouting America Community (Golden Gate Area Council, Scouting America). Through our Troop, we engage with public lands weekly, and do our best to get involved with volunteer efforts to maintain and restore our parks and open spaces to their natural beauty. I am interested in doing more to give back to our community.

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

I have not served on a board before, but there is always time to start! If I am not selected for this seat, I would be interested in opportunities to learn more about how else I could get more involved.

Question applies to multiple boards

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

I served 20 years in the US Army (9+ active duty in the Infantry and Special Forces / and 11 years in the California Army National Guard in Special Forces and Special Operations assignments) - retiring as a Major in the summer of 2024. During my years of service, I have led soldiers, managed complex projects, and participated in senior executive level discussions of operational and strategic import. Since leaving Active Duty, I have a little over 3 years experience in B2B sales, working for Siemens; and now close to 8 years in my current position at FEMA Region 9 in Oakland. I have experience analyzing government policy documentation, and maintain written and oral communication skills appropriate for a professional working environment. I am an active Scoutmaster of Troop 808, based in Walnut Creek (but serving scouts across the area - from Walnut Creek, Pleasant Hill, Briones, Martines, Bay Point, and Oakley) where we spend a considerable amount of time enjoying Concord Parks, and trying to look for opportunities to give back.

Upload a Resume

How did you hear about this opening?

City Council announcement

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

I, applicant for a City of Concord Board, Commission or Committee, warrant the truthfulness of the information provided in this application. I certify under penalty of perjury that I am a resident of the City of Concord and meet the eligibility requirements.

Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

Please Agree with the Following Statement

I acknowledge that by submitting this application the information provided will be published as part of the public record, and that the City will make every effort to ensure personal contact information is redacted. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Acceptance.

I Agree *

Electronic Signature - Please type your First and Last Name

Robert Ashley

Department: City of Concord
Parks, Recreation and Open Space Commission
Title: Commission Member

ROBERT L. ASHLEY



SUMMARY

Uniquely experienced planner and crisis management specialist. Between 20 years of leadership assignments in the Army (14 in the Special Forces community), and over 8 years at FEMA Region 9 as a Senior Watch Officer, I have developed a track record of building high-performing teams, planning and executing operations at tactical and operational levels, leading teams through crisis management, and engaging/aiding troubled communities with consequence management. My free time is dedicated to volunteering as a Scoutmaster with my son's Scouting America Troop; mentoring youth to become good citizens and future leaders.

Military: Retired Major (O4) with 20 years of service (US Army & CA Army National Guard) / 10-point Vet Pref eligible
Federal: GS-13-6 with FEMA Region 9 Headquarters
Clearance: DHS Top Secret with SCI

CORE QUALIFICATIONS

- Extensive experience in both deliberate planning and crisis action planning, using the National Incident Management System, Military Decision-Making Process, and Joint Operational Planning Process.
- Combat-tested leadership in dynamic situations requiring quick decisions and analysis of complex issues.
- Emergency Operations Center (EOC) / Joint Operations Center (JOC) and Regional Response Coordination Center (RRCC) experience in both domestic (FEMA) and foreign situations (Iraq and Afghanistan), focused specifically on fusing multi-modal intelligence (classified and unclassified) and leveraging technology such as Geospatial Information Systems (GIS) to make key operational decisions.
- Proven capabilities in logistical planning and organizational management across continents
- Professional verbal and written communications – experience addressing USAMB, foreign military officials, colleagues and superiors at the Director level and above both internal and external to the organization.

RECENT EXPERIENCE:

Senior Watch Officer / Emergency Management Specialist (Response) GS-13 / PFT September 2019 – Present
Watch Officer / Emergency Management Specialist (Response) GS-12 / PFT August 2017 – September 2019
DHS, Federal Emergency Management Agency, Region 9 Headquarters Oakland, CA

Serves as a Senior Watch Officer in the FEMA Region 9 Headquarters, providing 24/7 situational awareness throughout the region, including California, Arizona, Nevada, Hawaii, Guam, and other US interests in the Pacific. Performs other emergency management tasks including coordinating efforts between Federal Agencies and Region 9's State, Local, Territorial, and Tribal (SLTT) partners, conducting mission-oriented analysis of disaster/hazard information to enable FEMA Region 9 leadership to take informed, decisive action in an emergency. Responsible for implementing HQ and Regional emergency management standards, regulations, practices, training, and procedures to identify, minimize or eliminate hazards/threats within the Region 9 Watch Center.

- Accepted additional duty as the FEMA Region 9 OET (Office of Emerging Threats) Coordinator, responsible for maintaining critical relationships with appropriate Federal and SLTT partners to streamline planning and response efforts associated with CBRN (Chemical, Biological, Radiological, Nuclear) and other threats in the Region.
- Served on numerous occasions as the information focal point for FEMA Response operations as disasters ranging from California wildfires, Pacific typhoons, and earthquakes occurred.

EDUCATION

United States Army John F Kennedy Special Warfare Center and School 2008 – 2010
Special Forces Qualification Course Fort Bragg, NC

United States Military Academy at West Point 2000 – 2004
B.S. in Engineering Management, Concentration in Mechanical Engineering (GPA: 3.11) West Point, NY

ADDITIONAL INFORMATION

- **Marital Status:** Married with children 18 and 13 years old
- **Interests:** Travel, Skiing, Scouting (Scoutmaster), Youth Sports (HS & CYO Track & Cross Country)
- **Languages:** English (native); Arabic (intermediate); German (intermediate)
- **Military Awards/Decorations:** Defense Meritorious Service Medal (2); Bronze Star Medal (2); Meritorious Service Medal (2); Army Commendation Medal (3); Combat Infantryman Badge; Special Forces Tab; Ranger Tab; Sapper Tab; Senior Parachutist Badge; Estonian, Romanian, Spanish, and Chilean Parachutist Badges.
- **Combat Deployments:** 3x deployments (33 months) to Iraq in support of Operation Iraqi Freedom, Operation New Dawn, and Operation Inherent Resolve / 1x deployment (9 months) in Afghanistan in support of NATO Resolute Support Mission

PRIOR EXPERIENCE:

Director of Plans (J-5) / Liaison Officer to CJTF-OIR MAJ / O-4 **September 2022 – August 2024**
Special Operations Detachment – North (SOD-N) / USASOC – (CA National Guard) JFTB Los Alamitos, CA
Special Operations Advisory Group (Iraq) / Operation Inherent Resolve Baghdad, Iraq

Develops long-range contingency and training plans in support of United States Army Special Operations Command (USASOC), Special Operations Command – North (SOCNORTH) and State of California strategic operations, exercises, and initiatives. Responsible for planning and resourcing exercises and operations 12-48 months in advance. Focused on Special Operations Forces (SOF) interoperability with Joint, Interagency, Multi-National (JIM) partners. Deployed to Baghdad, Iraq in support of Operation Inherent Resolve to serve on the Special Operations Advisory Group (SOAG) staff, responsible for the Special Operations Advisory mission throughout Iraq.

- Provided direct support to the Iraqi Minister of Counterterrorism/Commander of the Iraqi Counterterrorism Service (CTS) during weekly engagements covering parliamentary advocacy, funding, force generation, operational employment, and strategic initiatives.
- Selected to represent the SOAG Commander to Combined Joint Task Force Operation Inherent Resolve (CJTF-OIR), the Joint, Multi-National Headquarters in charge of the Coalition advisory mission in Iraqi and Syria, through daily engagement with the Deputy Commander of CJTF-OIR (BG).
- Retired from the California Army National Guard in August 2024.

Special Forces Company Commander, MAJ / O-4 **October 2020 – August 2022**
19th Special Forces Group (Airborne) JFTB Los Alamitos, CA

Commander of a 120-man Special Forces Company prepared to support unilateral, joint, and combined training and operations in support of United States Special Operations Command's (USSOCOM) objectives in peace, conflict, or war, as well as the State of California's objectives during state emergencies. Specialized in Unconventional Warfare, Foreign Internal Defense, Special Reconnaissance, Direct Action, and Defense Support of Civil Authorities (DSCA). Manages recruiting, retention, training, operational planning, resourcing, and execution of critical missions across the spectrum of conflict.

- Rapidly mobilized Special Forces elements on Emergency State Active Duty in support of the California Military Department's response to civil unrest following the death of George Floyd, to serve as a rapidly deployable situational assessment and critical communications element.
- Resourced and supervised the execution of three Bi-Lateral training events with the Thai, Nepalese, and South Korean Special Operations Forces.
- Maintained 100% accountability of over \$27 Million of military equipment.

Director of Operations (J-3) MAJ / O-4 **November 2018 – September 2020**
Special Operations Detachment – North (SOD-N) / USASOC (CA National Guard) JFTB Los Alamitos, CA

Executes Special Operations plans and policies in support of United States Army Special Operations Command (USASOC), Special Operations Command – North (SOCNORTH) and State of California strategic operations, exercises, and initiatives. Responsible for planning, resourcing, and executing Inactive Duty Training (IDT), Annual Training (AT), exercises and operations in support of national security. Focused on Special Operations Forces (SOF) integration in joint and interagency operations.

- Selected to serve in a position of increased responsibility above current pay grade (MAJ / O-4 in an LTC / O-5 billet)
- Routinely represents the Commander (O-6) as necessary to outside organizations to plan, resource, and implement training for SOD-N and operations in support of USASOC, SOCNORTH, and the State of California.

SOAT Commander / Lead Mentor / Camp Commander MAJ / O-4 **February 2018 – October 2018**
Special Operations Detachment – North (SOD-N) / USASOC – (CA National Guard)
ANASOC Special Operations Advisory Group / NATO Resolute Support Mission **Kabul, Afghanistan**

Commander of a Special Operations Advisory Team (SOAT) responsible for Training, Advising, and Assisting (TAA) the Afghan National Army Special Operations Command (ANASOC) Special Forces Qualification Course (SFQC) and 2x Special Forces Kandaks (SFK). Responsible for the safety, security, and mission success of ~140 soldiers and contractors living on a small Forward Operating Base in Kabul, Afghanistan.

- Provided direct daily mentorship to 3x Afghan O-5 Kandak Commanders. Through this habitual interaction, influenced all aspects of the Afghan Special Forces elements including institutional development, selection and training of new operators, operational employment, and strategic initiatives.
- As the subject matter expert on Afghan Special Forces growth and operational employment, provided key briefings and recommendations directly to the Commander (MG) of NSOCC-A (NATO Special Operations Component Command – Afghanistan).

Deputy Director of Operations (A/J-3) **October 2015 – January 2018**
Special Operations Detachment – North / USASOC (CA National Guard) **Los Alamitos, CA**

Executes Special Operations plans and policies in support of Special Operations Command – North (SOCNORTH) and State of California strategic operations, exercises, and initiatives. Responsible for planning, resourcing, and executing Inactive Duty Training (IDT), Annual Training (AT), exercises and operations in support of national security. Focused on Special Operations Forces (SOF) integration in joint and interagency operations.

- Developed working relationships with interagency partners including FEMA to coordinate response during interagency National CAPSTONE exercise focused on Defense of the Homeland (2016).
- Prepared unit contingency plan in support of Defense Support of Civil Authorities mission to aid personnel recovery efforts during Oroville Dam Spillway incident (2017).

Senior Account Executive, Electrical & Mechanical Reliability – Northern California **January 2014 – July 2017**
Siemens Industry, Inc. / Building Technologies Division **San Francisco Bay Area, CA**

Lead Sales Executive responsible for building and sustaining the Electrical and Mechanical Service business lines across Northern California for Siemens, Building Technologies Division.

- Recognized for developing the most new-customers in the San Francisco Branch 2 years in a row, with 16 in FY 2014 and 20 in FY 2015.
- Drove consistent year over year growth – 572% from FY14 to FY15
- Fostered excellent relationships with customers, receiving top marks on customer relationship surveys, contributing to an overall rating of 9.17 out of 10.
- Built strong internal relationships within the Sales and Operations teams, as well as with other business lines, driving additional opportunities through cross-selling.
- Successfully negotiated favorable terms with preferred vendors, leading to increased competitive advantage, customer value, and profitability due to reduced operational expenses.

Special Forces Operational Detachment – Alpha (SFODA) Commander **October 2013 – October 2015**
19th Special Forces Group (Airborne) – (CA National Guard) **Los Alamitos, CA**

Commander of a 12-man Special Forces Operational Detachment - Alpha (SFOD-A) prepared to support unilateral, joint, and combined training and operations in support of United States Special Operations Command's (USSOCOM) objectives in peace, conflict, or war, as well as the State of California's objectives during state emergencies. Specialized in Unconventional Warfare, Foreign Internal Defense, Special Reconnaissance, Direct Action, and Defense Support of Civil Authorities (DSCA).

- Led the reconstitution of Maritime Operations capability in the A/5/19th Special Forces Company in the California National Guard. Developed plans to align resources, personnel, and training to reestablish a nascent specialty capable of providing support to State of California DSCA efforts as well as supporting A Company's federal mission in support of USASOC (United States Army Special Operations Command).
- Commended for performance during an Unconventional Warfare exercise for engagement and influence with simulated regional leadership resulting in strategic level implications within the exercise.

Special Forces Company Executive Officer **July 2012 – October 2013**
10th Special Forces Group (Airborne), US Army **Estonia / Romania / Fort Carson, CO**

Second-in-Command of a 90-man Special Forces Company. Directed and supervised all Company staff (12 personnel). Responsible for the company's training and operational support, logistical requirements, budget, and administration with missions across the Trans-Sahel region of Africa and throughout Central and Eastern Europe.

- Planned and resourced the logistical support to deploy and command and control (C2) ten operational units across the globe; three simultaneous deployments to the Trans-Sahel region of Africa; and seven deployments across Central and Eastern Europe.
- Selected as the lead US planner for a bi-lateral Estonian National Defense exercise focusing on the integration of NATO Special Operations Forces with conventional units. Recognized by Defense Attaché for seamless interagency integration and coordination.
- Developed and executed a complex training exercise to prepare Romanian Special Operations Task Group 3 (140 soldiers) to deploy to Afghanistan in support of NATO International Security Assistance Forces.
- Developed a personnel and logistics tracking mechanism that was adopted by the Special Operations Command – Europe (SOCEUR) Joint Movement Operations Center as the new standard for all forces deploying into the European theater.
- Managed company budgets for training and operations, travel, and Joint Combined Exercise Training (JCET) events, exceeding \$1 Million.

Special Forces Operational Detachment – Alpha (SFODA) Commander **June 2010 – July 2012**
10th Special Forces Group (Airborne), US Army **Baghdad, Iraq / Romania / Fort Carson, CO**

Commander of a 12-man Special Forces Operational Detachment - Alpha (SFOD-A) prepared to support unilateral, joint, and combined training and operations in support of United States Special Operations Command (USSOCOM) objectives in peace, conflict or war. Specialized in Unconventional Warfare, Foreign Internal Defense, Special Reconnaissance and Direct Action. Led detachment during an 8-month tour in support of Operation New Dawn in Baghdad, Iraq. Fused intelligence from disparate sources with operations across the Greater Baghdad Area.

- Mentored the 1st Brigade, Iraqi Special Operations Forces (ISOF) – Reconnaissance Commander on evidence-based operations, intelligence collection and analysis, during an eight-month deployment to Baghdad, Iraq. Combined US-Iraqi efforts facilitated over 50 ISOF operations, resulting in the detention of over 90 targeted individuals.
- Utilized proficiency in Arabic language in daily interaction with senior Iraqi leaders to streamline the Iraqi targeting cycle, reducing time from target submission to operational execution from months to weeks. Efforts to focus intelligence collection on producing valid warrants also increased the percentage of detainee convictions in the Iraqi judicial system.
- Advised the 6th Romanian Special Operations Forces Brigade Commander and subordinate elements for two months on force management and institutional development, long range planning, long term acquisitions strategy, and methods to improve the selection and qualification courses within the Romanian Special Forces.
- Trained Romanian Special Operations Task Group 2 (100 soldiers) on warrant-based and intelligence-driven operations, and the latest tactics, techniques, and procedures to prepare them for combat operations on a six-month deployment to Afghanistan.

Infantry Rifle Platoon Leader / Company Executive Officer **June 2005 – April 2008**
82nd Airborne Division, US Army **Salah ad Din Province, Iraq / Fort Bragg, NC**

Platoon Leader of a 40-man Airborne Infantry Platoon (18 months) and subsequently Second-in-Command of a 140-man Airborne Infantry Company (15 months) with a no notice, worldwide deployment capability within 18 hours of notification. Responsible for coordination with staff elements across multiple organizations to manage administrative and logistical support for the company in training and combat. Deployed to Iraq in support of Operation Iraqi Freedom. Mobilized in support of Hurricane Katrina Relief efforts.

- Resourced and deployed Bravo Company (140 soldiers), with no notice, from Patrol Base Woodcock in Ad Dawr to Baqubah, Iraq (over 100 miles) during the surge in Operation Iraqi Freedom. Meticulously planned for and provided logistical support for 10-day sustained clearance operations and two major air assault missions while working for three different Battalion Headquarters.
- Synchronized engineer and logistics assets from multiple echelons across 50km of dangerous terrain to build a company patrol base (Patrol Base Woodcock) in less than a month in Ad Dawr, Iraq.
- Planned and executed over 300 reconnaissance, direct action, and presence patrols during combat operations in Tikrit, Samarra, and Ad Dawr, Iraq, resulting in the detention of over 50 anti-Iraqi insurgent forces, removal of over 75 caches, and increased safety along major lines of communication throughout Salah ad Din Province.
- Recognized by the Commanding General of the 82nd Airborne Division twice for excellence through the Outstanding Junior Officer Program; once as the best Platoon in the Battalion during a complex Platoon live fire culmination exercise, and again for developing a company training event that raised the standard for subsequent events.
- Awarded the Louisiana Emergency Service Medal and an Army Commendation Medal for demonstrated leadership while mobilized to New Orleans in support of Hurricane Katrina relief efforts. Rescued 12 citizens trapped in flooded areas of New Orleans and contributed to the evacuation of over 3500 victims to safety.

Application

Profile

Matthew

First Name

Lewis

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

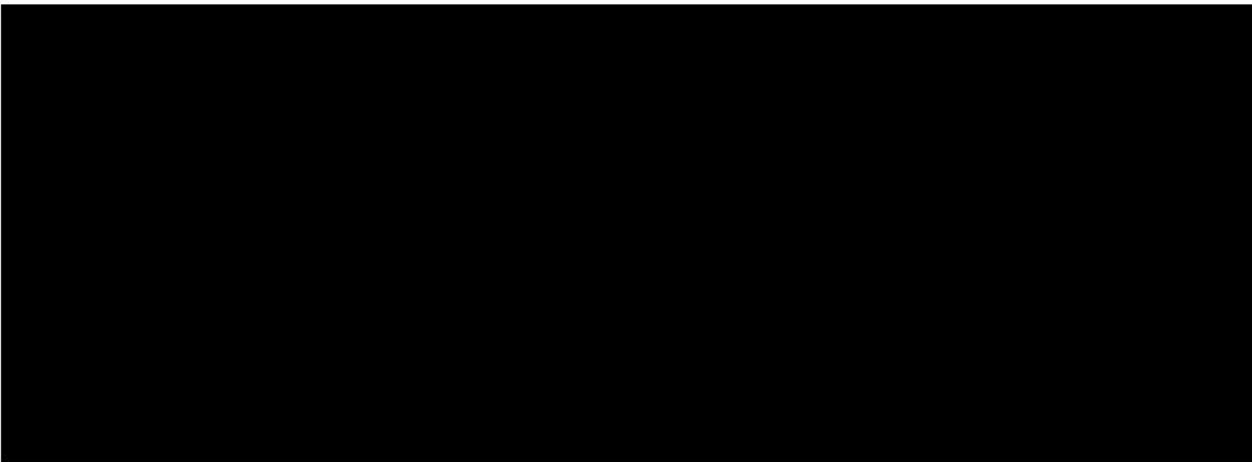
.5

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

14



Visit Concord

Employer

Director of Sales

Job Title

Tourism/Economic Development

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Bachelors

Name of School and Year Degree Received

Butler University, 1989

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

Certification in Hotel Industry Analytics 2026

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

I am an employee of Visit Concord, a local Non Profit serving Hotels and visitor sites in Concord. I am not aware of any conflict of interest.

Interests and Experience

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

Served on the Economic Development Committee for San Pablo, where I was a homeowner in the past. New Leaf Services for LGBTQ people with mental Health and drug abuse issues

Please state your reason for applying, including qualifications for this position:

I love the parks in the East Bay and they are clearly a vital part of life in Concord. I also believe my connection with visit Concord does have a direct link with tourism and visitors to Concord.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

Great awareness of political issues.

How did you hear about this opening?

None Selected

Upload a Resume

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

I, applicant for a City of Concord Board, Commission or Committee, warrant the truthfulness of the information provided in this application. I certify under penalty of perjury that I am a resident of the City of Concord and meet the eligibility requirements.

Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

Please Agree with the Following Statement

I acknowledge that by submitting this application the information provided will be published as part of the public record, and that the City will make every effort to ensure personal contact information is redacted. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Acceptance.

I Agree *

Electronic Signature - Please type your First and Last Name

Matthew P Lewis

MATTHEW P.



PROFESSIONAL PROFILE

SENIOR EXECUTIVE/CEO

**Strategic Planning | New Business Development | Competitive Analysis |
Data driven decisions | Exceptional Relationship Builder**

A dynamic and visionary leader with proven excellence in the hospitality and tourism industry, paired with expertise in providing policy guidelines for effective business development, sales, PR, and marketing operations. Exhibited exceptional ability to draw roadmaps and formulate out-of-box strategies to manage multiple service portfolios. Well-rounded experience in identifying new opportunities and revenue streams, generating multi-millions in sales. Skilled in effective networking, and building highly valued relations in corporate, political, and non-profit sectors to create an ideal customer profile and encourage tourism. Hold an analytical mindset to determine different KPIs, and restructure procedures to ensure optimal ROI by controlling resources/capital. Seeking to leverage industry expertise to bridge the

PROFESSIONAL EXPERIENCE

Executive Director

Biddeford-Saco Chamber of Commerce +Industry-Saco, Maine

2025- May

October 2025

- * Represented the beautiful cities of Saco and Biddeford, Maine
- Collaborate with a 5-member Executive Committee and 12- member Board of Directors to provide strategic direction, operational policies, and procedures for the association to ensure continued growth
- Effectively led Economic Development and Tourism Growth for the 500-member Chamber and its stakeholders
- Serve as Organization voice for media, FAM Tours, ribbon cutting services for

Executive Director

Hospitality Maine -Augusta, Maine

2021-2023

- Excellence in collaborating with Boards of Directors, Civic and Political leaders and advancing the needs of Maine's wonderful hotels, inns and restaurants
- Led seven Managers including Membership Manager, Government Affairs Manager and Workforce Development Manager with positive mentorship
- Served as "face-person" for organization throughout Maine
- 37% growth in new Member development and cultivation
- Member of Maine Beaches Association Board of Directors

ADDITIONAL WORK EXPERIENCE

Hotel Nikko - San Francisco, CA

2007-2017

Business Travel Director

Hotel Nikko - San Francisco, CA

Accomplished a \$16 M milestone in new business revenue attended 11 domestic/international sales missions in 2016 and created over 200 new producing

domestic in 2015

TEMPORARY EMPLOYMENT

Established long-term relations with various global travel agencies, corporate clients, and independent travelers through effective networking strategies

EDUCATION

**Bachelor of Science in
Public and Corporate
Communications**

Butler University -

PROFESSIONAL SKILLS

- Business Acumen
- International/National Operational Management
- Sales & Marketing
- Experience in Multichannel Media: Print, Digital, TV, Radio
- Client Base Expansion
- Lead Generation
- Budgeting & Cost Control
- Forecasting
- Market Research
- Fully proficient in ChamberMaster (organization CRM system)
- Customer Service
- Planning and Implementation
- Process Improvement
- Problem-Solving
- Relationship Building & Collaboration
- Strong Communication & Negotiation
- Negotiating & Networking
- Customer Engagement
- Customer Care & Account Management
- Independent and Team Work
- Team Training & Development
- Critical Thinking, Research & Analysis
- Risk Assessment and Mitigation
- Financial Oversight

2005-2007

Manager, Walgreens
Portland, Maine --Temporary
October 2024-May 2025

Responsible for efficient and effective Management of the Store. All cash handling, cash closing, customer relations and HR and staff development. This was a temporary role. Excellent growth in

BOARD OF DIRECTORS EXPERIENCE

- Board Member, Visit Portland - Portland, Maine
- Member of the Board of Directors, California Travel Association
- Member of Richmond, California-Zhoushan, China Sister City Commission
- Community Foundation Board Member - City of San Pablo, CA

COMMUNITY SERVICE / VOLUNTEER

- Equality Maine
- Inclusion Maine

REFERENCE

[Redacted Reference]

[Redacted Reference]

[Redacted Reference]

[Redacted Reference]

[Redacted Reference]

Application

Profile

Benjamin

First Name

Potter

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

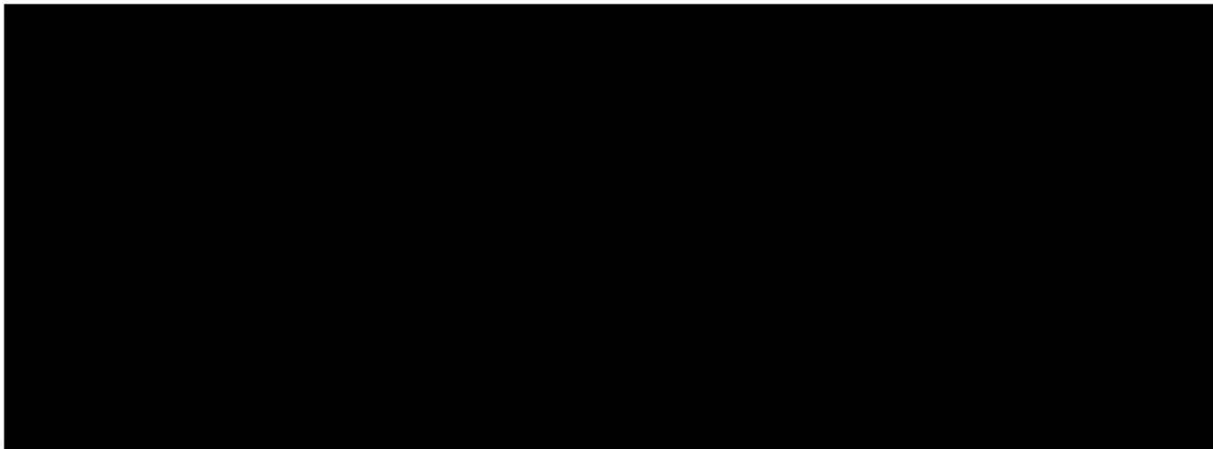
5

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

5



Kaiser Permanente

Employer

Supply Chain Analyst V

Job Title

Supply Chain Analyst V

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Bachelors

Name of School and Year Degree Received

Cal state east bay 2007

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

I am not aware of any personal or professional relationships, financial interests, or affiliations that would present a conflict of interest, or the appearance of a conflict, in serving on this Commission. I understand the importance of transparency and would disclose any potential conflicts should they arise in the future.

Interests and Experience

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

While I have not previously served on a formal board or commission, my professional experience has involved significant responsibility in operational decision-making, coordination, and problem-solving within a complex healthcare environment. In my current role, I regularly work across teams to identify inefficiencies, improve processes, and support better resource utilization. I have contributed to initiatives focused on reducing waste, improving inventory management, and strengthening day-to-day operations—efforts that require attention to detail, accountability, and collaboration with multiple stakeholders. These experiences have prepared me to contribute thoughtfully and effectively in an advisory role such as this Commission. I am eager to apply these skills in a public service setting and to continue learning through active participation.

Please state your reason for applying, including qualifications for this position:

I am applying to serve on the Parks, Recreation & Open Space Commission and the Iron Horse Trail Commission because I value the role these spaces play in the health, well-being, and community life of Concord residents. As a Concord resident, I regularly use local amenities such as the Iron Horse Trail for running and have attended community events, including outdoor concerts, which reflect the quality and care put into the City's parks and recreation programs. Professionally, I bring an operations and systems-focused background from healthcare, where I have worked on improving efficiency, reducing waste, and optimizing resource allocation in a high-demand environment. My experience includes identifying process improvements, supporting better use of resources, and collaborating across teams to address operational challenges. I believe this combination of personal engagement and professional experience allows me to contribute a practical, thoughtful perspective to the Commission, with a focus on maintaining high-quality spaces, supporting community access, and ensuring resources are used effectively and sustainably.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

My professional experience in healthcare operations has provided me with a strong foundation in analytical thinking, process improvement, and resource management. I regularly work with data and reporting tools to identify inefficiencies, track performance, and support informed decision-making. I have experience in inventory management, cost reduction initiatives, and improving accountability systems, including reducing excess inventory and addressing operational gaps. This work requires attention to detail, problem-solving, and the ability to evaluate competing priorities in a fast-paced environment. In addition, I collaborate across teams, including clinical staff, vendors, and administrative partners, which has strengthened my communication and stakeholder coordination skills. I am comfortable reviewing information, asking thoughtful questions, and contributing to discussions that require both practical and long-term perspectives. I believe these skills—combined with my interest in community spaces—position me to contribute effectively to the Parks, Recreation & Open Space Commission or the Iron Horse Trail Commission.

How did you hear about this opening?

Concord Social Media page(s)

[Upload a Resume](#)

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

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Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

Please Agree with the Following Statement

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I Agree *

Electronic Signature - Please type your First and Last Name

Benjamin Potter

BENJAMIN POTTER



SUMMARY

Supply Chain Analyst with experience managing inventory, material flow, and supplier coordination in high-demand healthcare and retail environments. Proven ability to reduce inventory costs, improve stock accuracy, and support operational continuity through data analysis and cross-functional collaboration. Brings a systems-oriented perspective with a focus on efficiency, resource allocation, and process improvement in complex, fast-paced operations.

CORE COMPETENCIES

- Data Analysis & Reporting
- Inventory Optimization & Cost Reduction
- Resource Allocation & Operational Planning
- Process Improvement
- Cross-Functional Collaboration
- Vendor Coordination & Issue Resolution
- Stakeholder Communication
- Microsoft Excel (Pivot Tables, Lookups)

PROFESSIONAL EXPERIENCE

Supply Chain Analyst – Radiology / Interventional Radiology

Kaiser Permanente | May 2025 – Present

- Manage inventory and material flow in a high-volume procedural environment, ensuring availability of critical supplies
- Reduced total inventory from ~\$1.05M to ~\$960K through optimization and PAR level adjustments
- Identified ~\$260K in zero-use inventory, improving stock accuracy and reducing excess material
- Decreased past-due items from 140 to 45 within 3 months, strengthening vendor follow-up and material availability
- Monitor usage trends, backorders, and supply levels to prevent operational disruptions
- Coordinate with vendors and internal stakeholders to resolve shortages and improve delivery timelines
- Support daily ordering and inventory planning aligned with procedural demand

Supply Chain Technician

Kaiser Permanente | 2022 – May 2025

- Supported inventory operations, receiving, and stock management in a clinical environment
- Assisted in tracking inventory levels and maintaining supply availability for procedures

- Coordinated with clinical and operational teams to maintain organized and accurate inventory systems

Merchandise Manager

Costco Wholesale | 2017 – 2022

- Managed inventory levels, product flow, and merchandising in a high-volume retail environment
- Monitored sales trends and adjusted stock levels to meet demand and reduce excess inventory
- Interviewed, hired, and trained staff while setting performance expectations and coaching team members
- Led team meetings to align on operational priorities and performance goals
- Oversaw inventory counts and ensured stock accuracy across departments
- Implemented process and workflow improvements to enhance efficiency and organization
- Supported safety compliance and operational standards within the department

Supervisor

Costco Wholesale | 2004 – 2017

- Supervised daily operations and staff in a fast-paced retail environment
- Ensured product availability, efficient workflow, and adherence to company standards
- Supported team development, training, and performance management

EDUCATION

Bachelor of Arts – English (Minor: Writing)

Cal State East Bay

Application

Profile

Lance

First Name

Ledrew

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

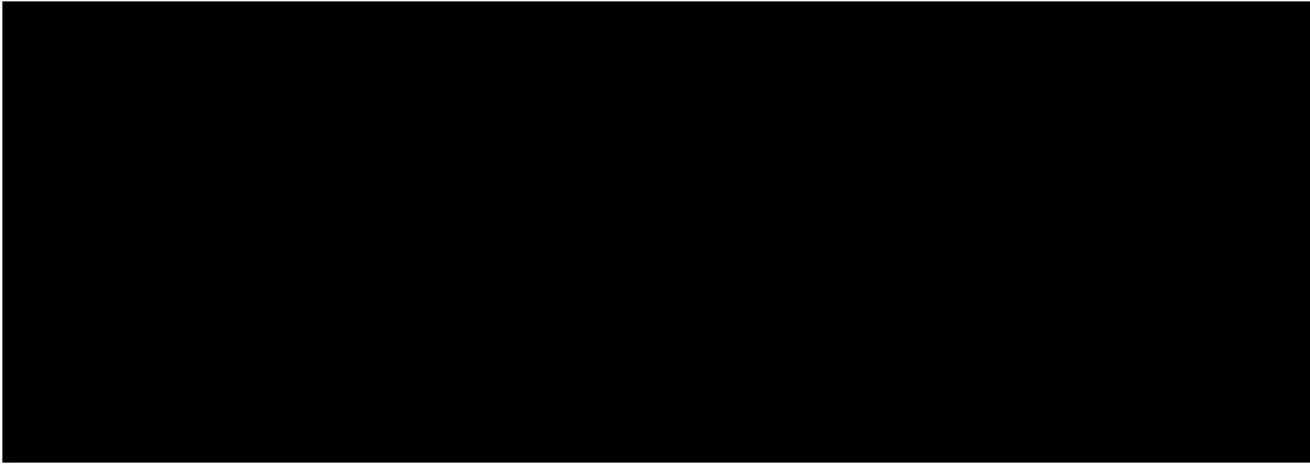
8

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

8



City of Palo Alto

Employer

Recreation Coordinator -
Special Events

Job Title

Administration

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Bachelor of Education

Name of School and Year Degree Received

University of Alberta 1998

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

N/A

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Question applies to multiple boards

If you are applying for more than one board, commission or committee please list your selections in priority order below. This will help the interviewing Council Committee know your preference when interviewing.

Concord Pavilion Community Outreach Committee Parks, Recreation and Open Space Commission

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

N/A

Interests and Experience

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

I am currently a member of the Concord Pavilion Community Outreach Committee completing the second year of my first term. I would like to continue with committee for another term as I have been a part of planning for this year's 50th anniversary celebrations

Question applies to Concord Pavilion Community Outreach Committee

Why do you believe the Council should appoint you to the Concord Pavilion Community Outreach Committee?

Through my expertise in producing community events and festivals, I have many years of experience working with producers, artists, and city officials to develop programs which offer diversity and allow for local citizens and artists to "discover" one another. The city of Concord is a city "rich" in local musical talent and artists. I want to help bring the community together through entertainment.

Please state your reason for applying, including qualifications for this position:

I am a regular user of outdoor spaces in Concord, and am a champion for open spaces. I am already on the Concord Pavilion Community Outreach Committee for the last few years, with another term started. I am familiar with the City of Concord's goals. I am currently working in the Parks and Recreation department for the City of Palo Alto for over 8 years. I work with their Parks Commission on a regular basis to help them achieve their goals. I would like to serve the community I live in to help them achieve their goals.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

I have been working for the City of Palo Alto for 8 years, specifically in the Parks and Recreation department. Work with the Parks Commission and am familiar with protocols, and goals of a Parks Commission.

How did you hear about this opening?

City Council announcement

[Upload a Resume](#)

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

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Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

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I Agree *

Electronic Signature - Please type your First and Last Name

Lance LeDrew

LANCE LEDREW



.....
OVERVIEW: Highly motivated, hands-on event management and education professional with over 20 years of customer service and production experience focusing on operations, logistics and client and building management. Creative and passionate, with an exceptional ability to work under pressure with a diverse list of clients. A proven leader who ensures a professional, discrete, controlled, safe, and positive environment who has a demonstrated ability to work with a broad range of requirements, under stressful situations, while still maintaining positive client/customer experiences.

SUMMARY OF QUALIFICATIONS:

- Proven project and facilities management including the development of initial concepts, staffing, scheduling, site selection, vendor negotiations, purchasing and customer service
- Ability to make discretionary decisions and excellent time management skills
- Communicates effectively with management, building staffs, and customers
- Specialize in logistics management; Bachelor's Degree in Education, English major

WORK EXPERIENCE:

LIVE NATION

March 2025 to Present

Runner

Display a professional and personable attitude with touring and venue personnel; Deliver and retrieve items from local stores, vendors, airports, hotels, laundry; Provide local area information to touring personnel; Maintain cash and receipts throughout the day; Provide transportation for personnel throughout the show day.

CITY OF PALO ALTO

December 2023 to Present

Recreation Coordinator - Special Events

Coordinate and lead community leisure service programs and special events; Create and monitor budgets for events and programming; Coordinate, plan, and execute all components of special events, including the application process, event vendors, marketing, and oversight of event volunteers; Prepare market promotions, including preparation of brochures, flyers, posters, news releases, and other marketing devices and promotional materials; Work with the City Manager's Office and community partners to bring more events to underserved areas to support economic development and community connections; Plan community services' programs by analyzing demand and researching trends, demographics and needs of program participants in order to evaluate current programs and plan strategically for the future; Prepare justification for recommended programs; Coordinate and supervise fee classes; Prepare instructional materials; Instruct support staff, volunteers and participants in the fundamental knowledge required to participate in the preparation and production of Recreation programs; Prepare contracts and job descriptions; Recruit, interview, evaluate, and supervise support staff and volunteers; Order supplies and equipment and coordinate delivery; Schedule facilities; Coordinate program activities and promote good inter-group relations; Ensure assigned buildings, facilities and equipment are operational; Coordinate maintenance and security; inspect facilities for cleanliness, vandalism and maintenance problems; Serve as advisor to organized clubs and youth groups; Understand and explain City policies and procedures.

**CITY OF PALO ALTO
Program Assistant II**

August 2022 to November 2023

Coordinated and monitored work assignments of temporary/volunteer staff; coordinated volunteer activities, scheduled appointments, screened calls; received visitors, and responded to inquiries. Acted as liaison with City programs and managerial staff, contractors, community groups and local businesses associated with the assigned programs and projects; Responsibilities included conducting tours and workshops, and meeting attendance; Assisted with the development of the budget; monitored program budget, identified and analyzed trends; Provided regular and specialized reporting; Prepared and tracked payments, purchase requisitions and contracts; Coordinated facility bookings, scheduling, rental process and computerized registration processes where applicable; Taught and developed classes, camps and workshops and coordinated various trainings for programs depending on area of assignment; Developed and prepared evaluations, educational materials, press releases, advertising, and other promotional material for distribution to newspapers, radio, internet, and community organizations; Conducted research for use in the specified areas of assignment in development of material used in reports, promotional materials, design, or dissemination of information to the public; Facilitated the preparation, interpretation and implementation of administrative policies and procedures affected by the assigned programs or projects; Performed calculations, compiled data and wrote reports analyzing and summarizing data; prepared graphs and charts where applicable; Maintained program/project documents according to the processes of the assigned department; Coordinated/scheduled/mentored in-house and outreach programming, customers, hourly and temporary staff, instructors and camp staff; Coordinated support services to produce materials for and set up displays, workshops, classes, and talks; arranged for rooms and speakers; spoke to groups and conducted workshops as required; Typed from draft or oral instructions or composed correspondence and staff, statistical or numerical reports; Filed program related documents, correspondence, reports and other materials; Utilized specialized software applications to assist with department related programs; Answered department communication concerning training, job interest and career development; Acted as liaison for all department training facilities, equipment and materials; Assisted manager with analyses related to staffing requirements and the preparation of job descriptions and justifications for personnel additions and changes; Acted as liaison between managers and other City departments; Scheduled meetings and prepared meeting minutes; Developed and implemented forms, memos, correspondence, and informational materials.

**CITY OF PALO ALTO
Program Assistant I**

May 2022 to August 2022

Acted as receptionist, and coordinator of volunteer activities, meetings, classes, and facility rentals, schedule appointments, screen calls; receives visitors, and respond to inquiries; Act as liaison with City programs and managerial staff, contractors, community groups and local businesses associated with the assigned programs and projects; Establish and maintain a system of monitoring and reporting on the status of the assigned program; Prepare and track payments, purchase requisitions and contracts, purchasing forms; Coordinate facility booking, scheduling, rental process and computerized registration processes where applicable; Perform calculations, compile data and write reports analyzing and summarizing data; prepare graphs and charts where applicable; Coordinate/schedule/mentor in-house and outreach programming, customers, hourly and temporary staff, instructors and camp staff; Coordinate support services to produce materials for and set up displays, workshops, classes, and talks; arrange for rooms and speakers needs; Within established parameters, interpret various department rules, policies and procedures of assigned program.

**CITY OF PALO ALTO
Storekeeper I**

November 2020 to May 2022

Provide excellent customer service to various public works city employees, by taking and fulfilling their orders and answering any queries they may have; Reorder all stocked items that are issued out to city departments; Convey materials and items from receiving area to storage area; Sort and place inventory in storage areas, shelves or in bins according to predetermined sequence such as size, type, or product code; Mark materials or containers with identifying information; Fill requisitions for materials and assist in inventory taking; Keep records of materials or items (including surplus materials) received, shipped or distributed in accordance with established procedure; Make daily data entries for accurate inventory controls including receiving, shipping and disposal functions; Act as liaison with Purchasing Department for ordering supplies and materials.

**CITY OF PALO ALTO
Program Assistant I**

Oct 2018 to July 2020

Acted as receptionist, and coordinator of volunteer activities, meetings, classes, and facility rentals, schedule appointments, screen calls; receives visitors, and respond to inquiries; Act as liaison with City programs and managerial staff, contractors, community groups and local businesses associated with the assigned programs and projects; Establish and maintain a system of monitoring and reporting on the status of the assigned program; Prepare and track payments, purchase requisitions and contracts, purchasing forms; Coordinate facility booking, scheduling, rental process and computerized registration processes where applicable; Perform calculations, compile data and write reports analyzing and summarizing data; prepare graphs and charts where applicable; Coordinate/schedule/mentor in-house and outreach programming, customers, hourly and temporary staff, instructors and camp staff; Coordinate support services to produce materials for and set up displays, workshops, classes, and talks; arrange for rooms and speakers needs; Within established parameters, interpret various department rules, policies and procedures of assigned program.

**CITY OF SAN FRANCISCO PARKS & RECREATION
Level II Recreation Leader**

Dec 2016 to Oct 2018

Perform facility/event management, light office tasks, customer service duties, set up and take down of tables and chairs, occasional janitorial tasks; assists with program delivery, perform related duties as required.

**CITY OF HALF MOON BAY
Level III Building Attendant**

Sept 2017 to Oct 2018

Perform facility/event management, light office tasks, customer service duties, monitor activities during facility rental, occasional janitorial tasks; accept and file facility rental paperwork, perform related duties as required.

**CITY OF PALO ALTO
House Manager**

Sept. 2017 to Oct 2018

Perform facility/event management for Art Center, customer service duties, provide general event support and troubleshooting for building rentals, set up and take down of tables and chairs, perform related duties as required.

**CITY OF SAN JOSE
Events Captain**

Oct. 2017 to Oct 2018

Perform facility/event management for the Rotunda, one of the most recognizable and modern pieces of architecture at San José City Hall, customer service duties, provide general event support and troubleshooting for building rentals, crowd control, perform related duties as required.

CHILDREN'S MUSICAL THEATER SAN JOSE**Aug 2010 to Aug 2011****Production Manager**

Responsible for of all technical elements, design and artistic oversight, equipment, set materials, personnel, budget and volunteers, as well as function as the on-site CMT representative, throughout the rehearsal and performance periods for one of the nation's largest youth musical theater and training program. Other responsibilities include:

- Collaboration with the artistic director to build and maintain season calendar and individual show calendars.
- Liaison to facilities personnel, IATSE Union labor and Team San Jose/city.
- Recruitment of new production staff and designers as well as conducting staff orientation sessions and meetings for each show.
- The development and management of a set and prop rental program to generate extra revenue.

SWANK AUDIO VISUAL**Jul 2007 to Aug 2008****Technical Director**

Responsible for the planning, organizing and management of all AV technical requirements and the training, supervision, and development of technical support staff - including the set-up and operation of high-end equipment for trade shows, special events and corporate meetings hosted at the Westin St. Francis and Marriott Marquis hotels. Other duties include:

- Client liaison to the hotel's Sales, Catering, Banquet and Convention Services Departments, and technical consultant to all necessary hotel personnel with the development and execution of innovative and effective solutions for client events.
- Worked closely with Swank sales managers during proposal stage of large programs.

ORGANIZED CHAOS EVENT MANAGEMENT / GLOW LIGHTING DESIGN
Event Planner, AV Director & Lighting Designer/Owner**2001 to 2018**

- Developed and produced client concepts into professional, high-end private and corporate events. Provided customized theme-environments through creative audio and lighting designs.
- Assisted with all stages of event including the development and management of project timelines, the hiring of all service vendors, and site contract negotiations.

EDUCATION:**UNIVERSITY OF ALBERTA, Bachelor's Degree in Education; English Major****1995 to 1998**

Application

Profile

Kemberly

First Name

Lopez

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

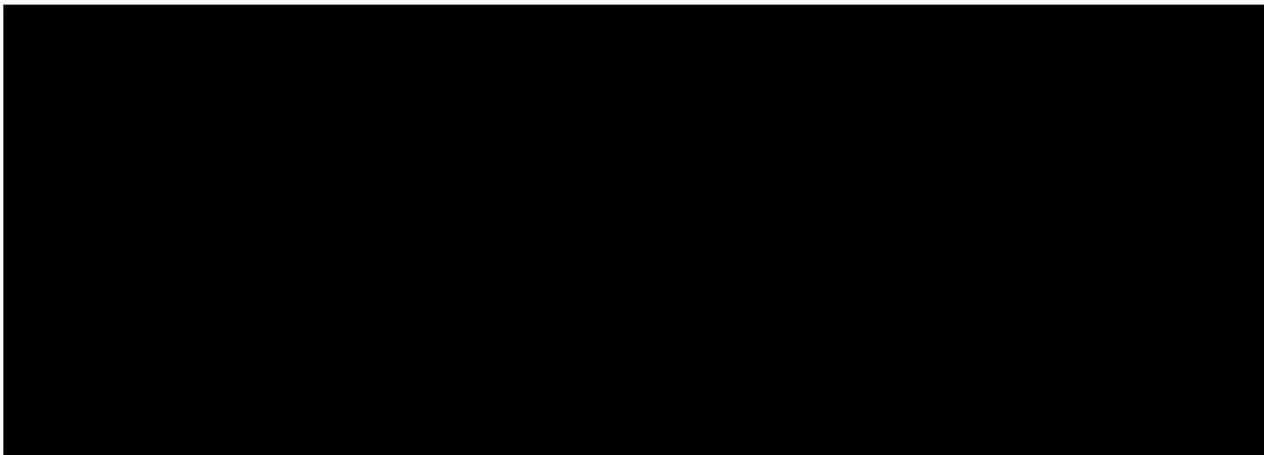
20

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

20



Energy Solutions

Employer

Project Manager

Job Title

Project Manager

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Bachelor's

Name of School and Year Degree Received

UCBS 2020

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

CAPM, PMP

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

N/A

Interests and Experience

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

I am currently participating in the Concord Community Academy, where I have gained a deeper understanding of local government, City operations, public services, and the role residents can play in shaping our community. Through the academy, I have contributed thoughtful questions and discussion points, listened to perspectives from City staff and fellow residents, and strengthened my understanding of the opportunities and challenges facing Concord.

Please state your reason for applying, including qualifications for this position:

I am applying because I care deeply about the role parks, recreation programs, and open spaces play in creating a healthy, connected, and equitable community. Parks are more than physical spaces, they are where families gather, children play, residents exercise, neighbors build relationships, and communities experience a shared sense of belonging.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

My background as a project manager has helped me develop skills that would be valuable to the commission, including organization, facilitation, communication, problem-solving, and the ability to evaluate competing priorities. I am experienced in reviewing program information, coordinating across stakeholders, tracking action items, supporting reports, and helping ensure that decisions are informed by accurate information and clear next steps. I also bring experience in equity-focused work and community engagement. In my professional work, I have supported efforts related to equitable outreach, public programs, and serving communities with diverse needs.

How did you hear about this opening?

Word of mouth

Upload a Resume

Please state your reason for applying, including qualifications for this office.

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

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Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

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I Agree *

Electronic Signature - Please type your First and Last Name

Kemberly Lopez

Kemberly Lopez

WORK EXPERIENCE

Energy Solutions Oakland, CA *Project Manager June 2023 - Present*

Associate January 2022 - June 2023

- Aligned the PM Checklist with PMO practices and audited 30+ projects, then sent project managers their results with feedback on how to improve.
- Supported migration of PM Checklist workflows from SharePoint to Monday.com by mapping processes, creating FAQ guidance, and leading Office Hours to help answer questions regarding the change.
- Served as a Workday Change Champion and led phase 1 UAT support, translating complex system changes into clear guidance to minimize risk and ensure a smooth go-live experience.
- Strengthened reporting, distributor tools, surveys, and market communications through advanced Excel validations, reusable templates, and updated program materials that improved accuracy and client confidence.
- Supported training and onboarding for teammates by documenting workflows, clarifying roles, and improving process adaptation across shared tools like Monday.com.

Bank of America Walnut Creek, CA *Relationship Banker September 2020 - January 2022*

- Advised over 100 customers daily while balancing compliance requirements, service quality, and operational accuracy in a fast-paced environment.
- Explained complex financial policies and procedures clearly to diverse audiences, strengthening trust, informed decision-making, and customer experience.
- Stabilized branch operations during leadership changes by redesigning schedules, clarifying roles, and tracking service metrics to ensure consistent outcomes.

LiKEN Knowledge Santa Barbara, CA *Research Assistant January 2020 - August 2020*

- Co-authored a land-use assessment for a \$20,000 grant, aligning research with community priorities in Appalachia and partner timelines.
- Interpreted and transcribed interviews with tribal partners, ensuring cultural accuracy, consent, and respectful data management for community-led conservation planning.

LICENSES & CERTIFICATIONS

Project Management Professional (PMP) – Project Management Institute *March 2025*

Certified Associate in Project Management (CAPM) – Project Management Institute *September 2024*

EDUCATION

University of California, Santa Barbara Santa Barbara, CA *Bachelor of Arts in Environmental Studies June 2020*

Universidad de Carlos III de Madrid Madrid, Spain *Emphasis on Spanish Culture, Politics, Society August 2019*

COMMUNITY & LEADERSHIP

White Pony Express *Led food sorting and same-day refrigerated distribution, supporting 98 nonprofit partners 2025*

SKILLS

Languages: Intermediate Spanish (spoken and written)

Application

Profile

Robert

First Name

Bagley

Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

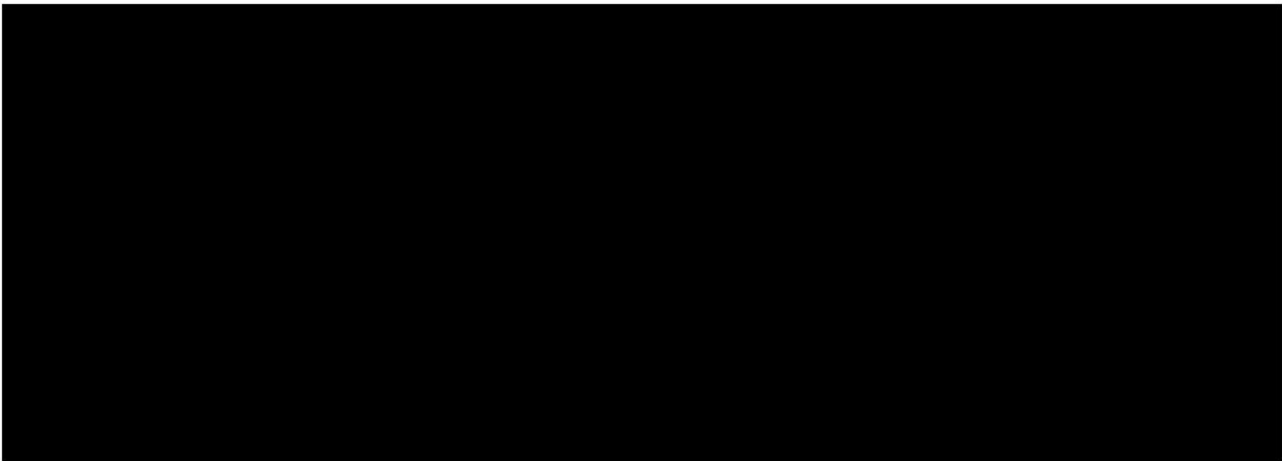
5

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

20



Berkeley Unified School District

Employer

Maintenance Technician

Job Title

Maintenance - All School items

Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Some College

Name of School and Year Degree Received

DVC

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

First Aid/CPR Certification, I am going to be taking my CSLB Test this year for Construction which is helpful.

Interests and Experience

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

I have a long-standing commitment to community service through local youth and civic organizations, where I have focused on mentorship, safety, and operational leadership. My prior roles include: Scoutmaster & Multiple Scouting Leadership Positions: In these roles, I was responsible for the safety and development of youth, coordinating large-scale community service projects, and managing logistics for outdoor activities. My significant contributions included leading groups in the proper and safe use of public lands and community facilities, ensuring that we left every park and site in better condition than we found it. Youth Football Coach: I served as a coach for local youth football teams, where I balanced athletic instruction with a strong focus on team discipline and the safe use of recreational facilities. I contributed by coordinating with league officials and city staff to ensure practice and game fields were safe and ready for public use.

Please state your reason for applying, including qualifications for this position:

I would like to serve on the Parks and Recreation Board because I care about keeping Concord's parks, facilities, and public spaces safe, clean, accessible, and welcoming for all residents. I have a grandson that I take regularly to the park and I know how some parts need more repair than others. As a Maintenance Technician, I have hands-on experience working in public-use spaces especially play grounds, and understand the importance of regular maintenance, safety, and long-term planning. I would bring a practical, community-focused perspective to the Board and help support parks and recreation programs that benefit families, youth, seniors, and the entire Concord community.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

My experience includes hands-on maintenance work in areas such as grounds upkeep, irrigation and sprinkler troubleshooting, and basic electrical and plumbing repairs. I am experienced in maintaining lighting, gate and door hardware, and performing safety inspections using a variety of hand and power tools. Beyond technical repairs, I am diligent about identifying safety concerns and ensuring that public-use spaces remain clean, functional, and accessible to everyone. This practical, "on-the-ground" perspective gives me a clear understanding of the operational needs of our community spaces and would allow me to provide helpful, realistic input on the care of Concord's parks and recreation facilities. I have been the Scout Master for my son's Scout group, Football Coach and have been very involved in caring for open space for the community.

How did you hear about this opening?

- City Council announcement
- Word of mouth

Please state your reason for applying, including qualifications for this office.

I am applying for this commission because I believe that well-maintained parks and recreation spaces are essential to the quality of life in our community. As a resident who frequently uses these spaces, I am motivated to ensure they remain safe, accessible, and high-functioning for all families in Concord. My qualifications include extensive hands-on experience in facility and grounds maintenance. Specifically, I am skilled in: System Maintenance: Troubleshooting irrigation and sprinkler systems, and performing basic electrical and plumbing repairs. Facility Care: Repairing lighting, gate and door hardware, and ensuring that public-use fixtures are in good working order. Safety & Oversight: Conducting routine safety inspections and identifying potential hazards before they become issues. Operational Practicality: A strong proficiency with a wide range of hand and power tools, combined with experience in work order documentation and preventative maintenance. Beyond technical skills, I am diligent about keeping spaces clean and functional. I believe my "on-the-ground" perspective will allow me to provide realistic, practical input on the operational needs of our city's parks and recreation facilities.

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

I, applicant for a City of Concord Board, Commission or Committee, warrant the truthfulness of the information provided in this application. I certify under penalty of perjury that I am a resident of the City of Concord and meet the eligibility requirements.

Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

Please Agree with the Following Statement

I acknowledge that by submitting this application the information provided will be published as part of the public record, and that the City will make every effort to ensure personal contact information is redacted. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Acceptance.

I Agree *

Electronic Signature - Please type your First and Last Name

Robert Bagley

Robert Bagley

Summary

Dedicated maintenance professional with a deep commitment to the safety and functionality of public education facilities. I offer a hands-on background in multi-trade repairs, playground safety compliance, and proactive facility management. My goal is to leverage my operational experience to support the long-term stewardship and accessibility of our community's recreational and public spaces.

Skills Summary

- ◆ Knowledge of tools and power tools.
- ◆ Installation of Lightfixtures, bulbs, etc.
- ◆ Clear communication
- ◆ Hanging: blinds hinges, frames,
- ◆ Self-directed and follows directions

Professional Experience

Berkeley Unified School District Maintenance Technician

**April 2023 - Present
Berkeley, CA**

- Perform skilled maintenance and repair duties across District buildings, facilities, and equipment to ensure a safe environment for students and staff.
- Troubleshoot and repair malfunctions in plumbing systems, including clearing drains and replacing fixtures like sinks and drinking fountains.
- Maintain and repair building hardware such as door frames, locks, hinges, and gates to ensure facility security.
- Playground Safety & Maintenance: Inspect, maintain, and repair playground equipment and surfacing to ensure compliance with safety standards and a secure environment for Student and Public use.
- Perform electrical repairs, including replacing circuits, fuses, switches, ballasts, and lighting fixtures.
- Execute preventative maintenance tasks on HVAC systems, pumps, motors, and fans to maximize equipment longevity.
- Operate and maintain a wide variety of specialized hand and power tools, including drills, gauges, and construction equipment.
- Coordinate with District personnel to prioritize and document work orders, ensuring timely completion of facility repairs.
- Strictly observe health and safety regulations, including fire codes and building ordinances, during all repair activities

Mount Diablo Unified School District Campus supervisor

**Sept 2018 - March 2023
Walnut Creek, CA**

- Supervises students at play and during eating time.
- Observes that safety rules are obeyed and applies school site discipline policy and student conduct code.
- Helps to guide pupils in developing good habits of sportsmanship.
- Communicate effectively with a wide variety of personalities.
- Observe health and safety regulations.

Round Table Pizza

August 2017 – June 2018

Robert Bagley

Driver / Manager / Kitchen Crew

Pittsburg, CA

- Customer Service, answering phones, taking notes, etc.
- Do what it takes to make the store run smoothly.
- Train, develop and coach others to perform routine job duties to optimize their effectiveness.
- Marketing to the guests with current specials and promotions.
- Achieving stores financial targets.
- Maintaining a safe, clean environment.
- Inventory and daily budgeting.
- Drive to customers as needed, kitchen prepare staff, all positions within the store.

Sarin's Closet / Traveling Pants

July 2014 - Present

Business Manager

Concord and Brentwood, CA

- ◆ Perform all on going minor maintenance for the store.
- ◆ Framed and built dressing rooms, drywall, and painted.
- ◆ Repair holes, switched out existing light fixtures, and replacement of bulbs.
- ◆ Organize and developed business plan and updated policies for organization.
- ◆ Spearheaded and completed new software initiative for business, to increase efficiency and track performance

Odd Jobs Various

June 2010 – August 2015

East Bay Area

- ◆ Worked with various contractors or sub-contractors or found work on the side.
- ◆ Did handy man work and small construction jobs.
- ◆ Painting, Patching, Demolition, Framing, Hanigng, Installing and building.

Student at LMC / DVC

June 2012 – August 2014

- ◆ Returned to Schooling to work on General education to get associates degree

Property Manager Public Storage

September 2003 – May 2010

Public Storage

Martinez, CA

- ◆ Worked on all maintenance of storage properties, would call in for electrical or plumbing. Performed all minor fixes.
- ◆ Prepared all property reports. Managed two assistant property managers.

Education

Los Medanos, Pittsburg

Working towards Associates Degree

References

Available upon request.

Hobby's and Interests

Actively engaged in youth programs such as Scouts, Sporting programs, and other various community activities.

Application

Profile

Brian Capurro
First Name Last Name

Email Address

HOME ADDRESS

Street Address

Suite or Apt

City

State

Postal Code

Number of years in Concord:

4

Primary Phone

Alternate Phone

Number of years in Contra Costa County:

4



City & County of San Francisco
Employer

EEO Programs Senior Specialist
Job Title

Equal Employment Senior Investigator
Occupation

Employer Address

Length of Employment

Highest Educational Degree Obtained

Master's Degree

Name of School and Year Degree Received

California State University, East Bay, 2021

List Certification(s)/Technical/Vocational Training (Do not write "see resume")

Master of Public Administration, California State University, East Bay Bachelor of Landscape Architecture, California State Polytechnic University, Pomona Qualified Applicator Certificate, California Department of Pesticide Regulation Bay Friendly Landscape Professional Certification

Which Boards would you like to apply for?

Parks, Recreation and Open Space Commission: Submitted

Do you meet the membership requirements listed for the Advisory Body(ies) chosen?

Yes No

Are you able to satisfy the meeting requirements if appointed to an Advisory Body?

Yes No

Are you available for evening meetings?

Yes No

Would you like to be contacted about future Board, Committee, or Commission recruitments?

Yes No

Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board, commission or committee applied for.

While I do not believe any conflict of interest exists, I wish to disclose the following for the sake of transparency. The only real property I own in the city of Concord is the single-family home inhabited by my family from which I do not generate income. Additionally, I have served the following local municipalities as a contractor or employee: • City of Fremont, Landscape Architecture Division - 2012 - 2013 • City of Oakley, Account Manager with private contractor overseeing landscape maintenance contract between the company and City of Oakley - 2013 - 2014 • City of Walnut Creek, Department of Public Works, Parks Division - 2014 • City & County of San Francisco, Recreation & Parks Department - 2014 - 2022 • City & County of San Francisco, Department of Human Resources - 2022 - Date

Interests and Experience

Question applies to multiple boards

Describe prior service on a board, commission, or any other community service or public body, indicate agency and explain what significant contributions you made:

I have significant experience providing information to public boards and bodies as well as previous membership on a private board. In my current role as an Equal Employment Opportunity Programs Senior Specialist for the City & County of San Francisco, I regularly represent the position of the City's Human Resources Director in front of the city's Civil Service Commission in public meetings on matters related to equal employment and reasonable accommodation complaints and appeals. I previously served as a Director on the Floresta Gardens Homeowners Association Board of Directors in San Leandro, California between 2019 and 2022. In that role, I provided guidance and recommendations to my fellow board members on large capital projects including the repaving of private roadways and the replacement of roadway lighting. I also advised my fellow board members and voted on the contracts awarded to both short and long-term service providers and vendors. Additionally, I routinely provided professional knowledge and guidance related to infrastructure maintenance and troubleshooting particularly in the areas of landscape maintenance and tree care as well as water-related infrastructure including backflow prevention devices, communally owned water service lines, and irrigation. Working as an intern for the City of Fremont during my senior year of college, I authored the city's Tree Policy Guidelines Manual, a roughly 100-page document educating city contractors, employees, and residents about tree care and relevant municipal ordinances. While pursuing my undergraduate degree, I served as a pro bono consultant to the County of Los Angeles for the redesign of the county-owned Altadena Community Garden. My work included leading community meetings to obtain public input as well as leading the design and implementation of the property renovation. Following the project's completion, I was awarded a Commendation by the County of Los Angeles for public service.

Please state your reason for applying, including qualifications for this position:

As a proud Concord resident and father who frequently enjoys our community's parks and open spaces, I wish to contribute my knowledge of public land management and related technical skills for the good of my community. While my family has resided in Concord for four years, we have lived in and loved the East Bay for nearly 150 years and intend to spend our lives in the wonderful community of Concord. Having a one-year-old son and meeting many of our city's youngest residents in the public spaces and on the public trails where my family recreates, I am inspired to help maintain and improve Concord's public spaces for all our city's residents by sharing the knowledge and skills I acquired through careers in government and land management, an academic background in landscape architecture and public administration, and service to public and private boards. While my formal relevant qualifications for this position include a bachelor's degree in landscape architecture, a master's degree in public administration, a Qualified Applicator Certificate from the California Department of Pesticide Regulation, and certification as a Bay Friendly Landscape Professional, my dual careers in government and land management have granted me knowledge of and experience in many areas potentially useful to the Concord Parks, Recreation, and Open Space Commission. Some of the potentially relevant areas I have knowledge of and experience in include landscape design and maintenance, turfgrass science, tree care including specialized arboreal surgery, playground safety inspection, industrial safety, infrastructure construction and maintenance, application and management of restricted chemicals, event permit compliance on public land, Americans with Disabilities Act (ADA) compliance in public spaces, landscape maintenance along public right-of-ways and compliance with the California Manual on Uniform Traffic Control Devices (MUTCD), workforce development, municipal governance and bureaucratic processes, public budgeting, presenting to boards and commissions, and leading public meetings.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment:

As previously noted, I have served as a director on a private board in which I provided guidance on capital projects and have presented information to public boards as a subject matter expert and representative of the public agency I serve. Additionally, as a career public servant, I am comfortable navigating bureaucratic processes and providing guidance to other professionals and members of the public on matters of governance, particularly related to public land management. In terms of technical skills related to public land management, I have extensive knowledge of and experience in turfgrass management, restricted chemical application, and irrigation honed by maintaining public and private golf courses for 8 years as well as preparing and maintaining a course during a Professional Golfers' Association (PGA) tournament. I obtained specialized knowledge in tree care in both academic and professional settings and have been trusted to perform routine maintenance and specialized arboreal surgery on public land as well as writing a technical manual to educate others on tree care standards and relevant municipal ordinances while serving the following municipal governments as a contractor or employee: City of Fremont, City of Oakley, City of Walnut Creek, County of Los Angeles, and the City & County of San Francisco. While working as a contractor serving the City of Oakley and as an employee of the City of Walnut Creek, I routinely performed playground safety inspection. Additionally, as a contractor serving the City of Oakley, I gained experience overseeing landscape maintenance along public right-of-ways and adhering to the legal standards mandated by the California Manual on Uniform Traffic Control Devices (MUTCD) as I was charged with overseeing the landscape management of five miles of public roadways. While employed by the City & County of San Francisco, I documented and ensured Americans with Disabilities Act (ADA) and permit compliance during major events on public land including San Francisco Pride, St. Patrick's Day, Dreamforce, and numerous potentially volatile protests.

How did you hear about this opening?

Other

Please state your reason for applying, including qualifications for this office.

As a proud Concord resident and father who frequently enjoys our community's parks and open spaces, I wish to contribute my knowledge of public land management and related technical skills for the good of my community. While my family has resided in Concord for four years, we have lived in and loved the East Bay for nearly 150 years and intend to spend our lives in the wonderful community of Concord. Having a one-year-old son and meeting many of our city's youngest residents in the public spaces and on the public trails where my family recreates, I am inspired to help maintain and improve Concord's public spaces for all our city's residents by sharing the knowledge and skills I acquired through careers in government and land management, an academic background in landscape architecture and public administration, and service to public and private boards. While my formal relevant qualifications for this position include a bachelor's degree in landscape architecture, a master's degree in public administration, a Qualified Applicator Certificate from the California Department of Pesticide Regulation, and certification as a Bay Friendly Landscape Professional, my dual careers in government and land management have granted me knowledge of and experience in many areas potentially useful to the Concord Parks, Recreation, and Open Space Commission. Some of the potentially relevant areas I have knowledge of and experience in include landscape design and maintenance, turfgrass science, tree care including specialized arboreal surgery, playground safety inspection, industrial safety, infrastructure construction and maintenance, application and management of restricted chemicals, event permit compliance on public land, Americans with Disabilities Act (ADA) compliance in public spaces, landscape maintenance along public right-of-ways and compliance with the California Manual on Uniform Traffic Control Devices (MUTCD), workforce development, municipal governance and bureaucratic processes, public budgeting, presenting to boards and commissions, and leading public meetings.

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards

I, applicant for a City of Concord Board, Commission or Committee, warrant the truthfulness of the information provided in this application. I certify under penalty of perjury that I am a resident of the City of Concord and meet the eligibility requirements.

Brown Act Training

If appointed, I understand I will be required to annually complete Brown Act training to maintain my seat on the appointed Advisory Body.

I Agree

Please Agree with the Following Statement

I acknowledge that by submitting this application the information provided will be published as part of the public record, and that the City will make every effort to ensure personal contact information is redacted. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Acceptance.

I Agree *

Electronic Signature - Please type your First and Last Name

Brian Capurro

BRIAN CAPURRO



EMPLOYMENT

EEO PROGRAMS SENIOR SPECIALIST, City & County of San Francisco; 2022 - Date

- Investigated EEO complaints of discrimination, harassment, sexual harassment, and retaliation as well as denial of reasonable accommodation and FMLA/ CFRA
- Responded, on behalf of San Francisco’s Department of Human Resources, to complaints filed with the Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD)
- Defended the position of the Department of Human Resources during complainant appeals in front of the San Francisco Civil Service Commission

GARDENER CAPTAIN, City of San Francisco; 2014 - 2022

- Supervised and trained crew of justice-involved adults in landscape maintenance and job readiness skills for the Interrupt, Predict, Organize (IPO) workforce development program
- Recorded and processed employee payroll and safety training records
- Trained newly hired gardeners on machinery and park maintenance
- Planned and carried out maintenance of high-profile public spaces including Union Square Park and San Francisco City Hall. Coordinated with other public agencies, private and non-profit partners, and event organizers to ensure public safety, permit compliance, and service coverage

ACCOUNT MANAGER, Terracare Associates; 2013 -2014

- Supervised 2 work crews responsible for maintaining 18 city parks and 5 miles of streetscapes
- Led safety program at company field office

LIFE EXPERIENCE

DIRECTOR, Floresta Gardens Homeowners Association; 2019 - 2022

- Provided guidance to board on capital projects as well as infrastructure and land management
- Advised and voted on the contracts awarded to service providers and vendors

LANDSCAPE ARCHITECTURE INTERN, City of Fremont; 2012 - 2013

- Authored Tree Policy Guidelines Manual to educate city contractors, employees, and residents on tree care and relevant municipal ordinances

COMMUNITY GARDEN DESIGN, Los Angeles County, 2012

- Led redesign of Los Angeles County owned Altadena Community Garden
- Led community meetings with public for design input
- Awarded Commendation by Los Angeles County for public service

EDUCATION & CERTIFICATIONS

MASTER OF PUBLIC ADMINISTRATION, California State University, East Bay
BACHELOR OF LANDSCAPE ARCHITECTURE, California State Polytechnic University, Pomona
QUALIFIED APPLICATOR CERTIFICATE, California Department of Pesticide Regulation
BAY FRIENDLY LANDSCAPE PROFESSIONAL CERTIFICATE

**PARKS, RECREATION AND OPEN SPACE COMMISSION
CHAPTER 2.20
ARTICLE VI**

2.20.260 Established; membership; compensation of members.

There is hereby created a Parks, Recreation and Open Space Commission (PROC), which shall consist of five (5) adult voting members and two (2) youth voting members. The adult voting members are appointed by the City Council. The Youth voting members are appointed by a selection task force composed of the adult members of PROC and confirmed by the City Council. The adult members of the PROC shall be residents of the city who hold no other municipal office in the city. The youth members must be between the ages of 13 and 21 at the time of their appointment, shall be residents of the city or attend school in the city and may be part-time seasonal employees of the city. The basis and amount of compensation which may be paid to the Parks, Recreation and Open Space Commission shall be by resolution of the City Council.

(Code 1965, § 2429; Code 2002, § 2-411. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7)

2.20.270 Terms of members; absence from meetings.

Members shall serve at the pleasure of the City Council for staggered terms of four years. The City Council reserves the right to make appointments for an adjusted term period to maintain a staggered term structure. Youth members shall serve at the pleasure of the City Council for one year, effective September 1st and ending June 30th of the following year. Any member who absents himself from three meetings of the Parks, Recreation and Open Space Commission within a fiscal year without being excused will be deemed to have resigned his office, and the City Council may appoint a new member to serve in the place of such absent member.

(Code 1965, § 2430; Code 2002, § 2-412. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7; Ord. No. 10-2; Ord. No. 15-3, § 6)

2.20.280 Rules of procedure; designation of committees and task forces.

The Parks, Recreation and Open Space Commission shall adopt rules of procedure on conduct of its business and may designate committees and task forces. These committees and task forces

maybe composed of youth designated to study issues and provide findings to the PROC or provide voluntary service to the city.

(Code 1965, § 2431; Code 2002, § 2-413. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7)

2.20.290 Vacancies.

All vacancies occurring on the Parks, Recreation and Open Space Commission shall be filled according to the method of their original selection, and the new members shall serve at the pleasure of the Council for the unexpired terms of their respective predecessors.

(Code 1965, § 2432; Code 2002, § 2-414. Ord. No. 87-35; Ord. No. 01-7)

2.20.300 Powers and responsibilities.

The Parks, Recreation and Open Space Commission shall have the responsibility of carrying on the following functions:

- (1) Act in advisory capacity to the City Council in matters pertaining to public parks, open space, recreation, and issues pertaining to youth;
- (2) Consult, cooperate, and maintain contact with other public agencies, community organizations, and private persons engaged in recreation programming, park and open space planning, and youth services;
- (3) Review and assist in the promotion of recreational, park, open space, and youth programs;
- (4) Review and recommend to the City Council, plans submitted for development of, modification of, and/or improvements to the city parks system;
- (5) Assess parks, recreation, open space and youth services needs and develop goals and objectives for meeting these needs;
- (6) Review and recommend to the City Council on capital improvements projects and fees related to parks, recreation, and open space; and
- (7) Such other duties as the City Council may direct.

(Code 1965, § 2433; Code 2002, § 2-415. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7)