

Erin Rivero

From: Tyshar Turner on behalf of CityClerk
Sent: Friday, February 13, 2015 12:11 PM
To: Kerry Bigelow; Judy Walsh-Jackson
Subject: FW: City of Chula Vista Boards & Commissions Application - Web form

~Tyshar

From: Webmaster
Sent: Thursday, February 12, 2015 5:45 PM
To: CityClerk
Subject: City of Chula Vista Boards & Commissions Application - Web form

A new entry to a form/survey you have subscribed to has been submitted.

Form Name: Boards & Commissions Application
Date & Time: 02/12/2015 5:44 PM
Response #: 6
Submitter ID: 221
IP address: 165.24.201.102
Time to complete: 56 min. , 26 sec.

Survey Details

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If you are interested in the following commissions please follow the links below instead of completing this application.

[Historic Preservation Commission](#)

[Planning Commission](#)

1. Please indicate your areas of interest by checking the boxes below.

☐ Board of Appeals & Advisors

☐ Civil Service Commission

☐ Cultural Arts Commission

☐ Veterans Advisory Commission

☐ Board of Ethics

☐ Charter Review Commission

☐ Commission on Aging

☐ Parks & Recreation Commission

☐ Safety Commission

☐ Youth Action Council

If you checked more than one box, which would be your:

2. First choice?

PARKS & RECREATION COMMISSION

3. Second choice?

CULTURAL ARTS COMMISSION

4. Third choice?

CIVIL SERVICE COMMISSION

5. For the following board/commissions, please submit your resume: Board of Ethics, Board of Library Trustees, Civil Service Commission, Growth Management Oversight Commission, Parks & Recreation Commission

[Resume-1.pdf](#)

6. Prefix

(o) Mr.

7. First and Last Name

RAFAEL ESTRADA JR

8. Home Address

[REDACTED]

9. City

CHULA VISTA

10. ZIP code

91911

11. Primary Phone

[REDACTED]

12. Secondary Phone

[REDACTED]

13. E-mail

[REDACTED]

14. Are you registered to vote in Chula Vista?

(o) Yes

15. Do you live within the City limits of Chula Vista?

(o) Yes

16. How Long?

8 years

17. Present employer

San Diego Unified School District

18. Occupation

Para Educator

19. Are you currently serving on a Chula Vista Board/Commission?

(o) No

20. Which ones?

N/A

21. Have you previously served on a Chula Vista Board/Commission?

(o) No

22. Which ones?

N/A

23. Are you or have you been involved in any local, civic or community groups?

(o) Yes

24. Which ones?

City Heights Democratic Club, San Diego County Democratic Central Committee Associate Member, California School Employees Association Chapter 759 EBoard

25. What are your principal areas of interest in our City government, and what experience or special knowledge can you bring to those areas?

PARKS & RECREATION COMMISSION, CULTURAL ARTS COMMISSION, CIVIL SERVICE COMMISSION → Experience with supply, inventory and equipment management.

→ Experience in Instructional leadership

→ Collaboration with state/local educational institutions

→ Facilitation and consensus building

→ Implementing and managing long-term complex programs and initiatives.

→ Cultivating/managing strategic community and business relationships

→ Problem solving

→ Program development and advocacy

26. What would you hope to accomplish by your participation?

I hope to improve working and living conditions through advocacy and empowerment to increase education and civic participation. As a member of the working class, I understand how government policies and decisions affect real people. I would advocate for legislation and policies that advance the rights of working families, youth and citizens of the City of Chula Vista.

I am familiar with the responsibilities of the Boards and Commissions on which I wish to serve. By submitting this application, I hereby attest that the above information is accurate and true.

Thank you,
City of Chula Vista

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RAFAEL ESTRADA JR

Profile

Educational Leader of multiple award winning California Partnership Academies; Nine plus years' experience as a Para-educator/ Emergency Preparer with the San Diego Unified School District; Team Leader; Strong record of developing, implementing and managing long-term complex programs and initiatives. Major strengths include:

- Instructional leadership
- Problem solving
- Facilitation and consensus building
- Program development and advocacy
- Managing at-risk student interventions
- Collaboration with state/local educational institutions
- Cultivating/managing strategic community and business relationships

Relevant Experience

Campus Security Assistant, San Diego Unified School District, 2005-present:

- Lead and facilitate conflict resolution
- Coordinate placements with school-site principals and school district
- Monitor student growth towards satisfying Common Core State Standards
- Supervised student body on campus and student school activities
- Enforced rules and regulations in accordance with district policies
- Patrolled roads, buildings and grounds to provide protection against vandalism, burglary, arson, trespass and theft
- Contacted surrounding businesses' and neighborhoods to encourage community awareness for crime prevention, making recommendations regarding security matters
- Identified types of crimes and collected, preserved and impounded physical evidence
- Assisted Campus Police and other Law enforcement agencies in conducting investigations of crimes against persons and property, including incidents occurring after schools hours and in surrounding areas of school sites involving pupils
- Experience with supply, inventory and equipment management.
- Experience with Adult Learning Theory/Adult education.
- Assist in development and implication of Site Emergency preparedness plan/ ERP

Key Accomplishments include: Coordinated and developed a school site safety/emergency preparedness plan using technology to track and facilitate tardy and truant student through a computerized program that had a direct impact on the culture and climate of the school, by saving and recovering hundreds of thousands of dollars of state ADA funds.

Security Police Forces Member, United States Air Force, 2002-2004:

- Provided security for Air Forces Protection level 1 resources in accordance with rules and regulations for resources confined within the bases Weapon Storage Area

RAFAEL ESTRADA JR

- Performed base security police measures and maintained law and order during normal and contingency operations
- Monitored closed circuit surveillance system

(Security Police Forces Member Continued)

- Secret Clearance, terminated June 2004

Key Accomplishments include: Handpicked by flight leadership to represent the 90th Space wing at the G-4 NATO summit in Colorado Springs. Provided security and escorted national and foreign dignitaries throughout the summit.

Administrative and Leadership Experience

Visual & Performing Arts Academy (VAPA) Board Member, Hoover High school, 2010-present:

- Board of Directors Member of the Visual and Performing Arts Academy (VAPA) for the past 4 years respectively
- Cultivate and manage strategic partnerships with business and community organizations to provide relevant worked based experiences for academy students
- Develop and support intervention programs for at-risk students in collaboration with parents, administration and business leaders
- Initiate and maintain ongoing and effective communication with community and parents regarding student achievement , academy events
- Promote and maintain College bound culture for all students
- Align and assure program compliance with school-site, district, college and state requirements

Education

- Grand Canyon University- Bachelor's Degree, Public Safety & Emergency Management
- Southwestern College- Associates Degree, Criminal Justice Administration
- United States Air Force Security Police Academy- Certificate Of Completion

Professional Certifications and Awards

- FEMA Emergency Management Institute- ICS 100.b,.HE,.HCb; 200.b,.HCa ; 700; 800
- FEMA Emergency Management Institute- Certificate of Achievement, Emergency Planning

Leah Larrarte

From: Rafael Estrada [REDACTED]
Sent: Thursday, October 22, 2015 6:44 PM
To: Leah Larrarte
Subject: Re: City of Chula Vista - Board and Commission Application - Your Response Requested

Hello Leah,

Yes, I am still interested in serving. As for changes, I have moved since I applied and I would like to update my information. My new address is [REDACTED], Chula Vista 91913. My contact number is [REDACTED]. I also have changed employment, my new employer is the San Ysidro School District and my job title is Outreach Consultant. Please let me know if you require anything else. I look forward to hearing from you soon!

Thank you,
Rafael Estrada

On Oct 22, 2015, at 1:33 PM, Leah Larrarte <LLarrarte@ci.chula-vista.ca.us> wrote:

Good afternoon,

The City of Chula Vista City Council will soon consider applications to fill vacancies on the Growth Management Oversight Commission, Parks & Recreation Commission, and the Civil Service Commission. According to our records, you applied to one or more of these commissions within the past two years. We would like to know if you would still be interested in serving. Please inform us by Monday, October 26, 2015.

Please also inform us if you have had a change in your address, phone number, or other information in your application.

Sincerely,

Leah Larrarte
Deputy City Clerk
City of Chula Vista
(619) 476-2300
LLarrarte@chulavistaca.gov

From: [REDACTED]
Sent: Wednesday, November 19, 2014 4:30 PM
To: CityClerk
Subject: Melissa Garchie - Boards and Commissions Application Form



**APPLICATION FOR MEMBERSHIP ON CITY BOARDS,
COMMISSIONS AND COMMITTEES**

Prefix: Mrs.
Name: Melissa Garchie
Address: [REDACTED] Chula Vista, 91913
Primary Phone: [REDACTED]
Secondary Phone: [REDACTED]
Email: [REDACTED]

Areas of Interest:

- Civil Service Commission
- Parks & Recreation Commission
- Safety Commission

My Preference:

- First choice: Civil Service Commission
- Second choice: Parks & Recreation Commission
- Third choice: Safety Commission

Are you registered to vote in Chula Vista?: Yes

Do you live within the City limits of Chula Vista?: Yes

How many years have you lived in Chula Vista?: 5 y

Present employer: DavenportMajor Executive Search

Occupation: Executive Administrator/Consultant

Are you currently serving on a Chula Vista Board, Committee or Commission?: No

Have you previously served on a Chula Vista Board, Commission or Committee? No

Are you or have you been involved in any local, civic or community groups? No

What are your Principal areas of interest in our City government, and what experience or special knowledge can you bring to those areas?:

I am interested in the civil service, safety and parks/recreation areas of City government. I am also highly interested in economic development, but my understanding is that the Economic Development Commission is not currently active. As far as my experience and special knowledge, I am highly skilled in human resources and management. Due to my experience running the human resources department at a law office and being married to an employment law attorney, I have an extensive knowledge base of employment law. In addition, I am a mother of two young girls

and have a strong interest in safety and the preservation, improvement and addition of local parks/recreation facilities.

What would you hope to accomplish by your participation?:

I would love to be more involved with the local Chula Vista government and would hope that my accomplishments would involve bringing a fresh perspective and knowledge to whatever commission I am chosen to participate in. I have a strong work ethic and continually push to move tasks forward as efficiently and effectively as possible. I look forward to bringing that to the Civil Service Commission, Parks & Recreation Commission or Safety Commission. Thank you for your time.

MELISSA L. GARCHIE



Employment Highlights

Executive Assistant

2015 – Present

CDC Small Business Finance

- Assists the Chief Executive Officer and Chief Operations Officer with daily activities, including scheduling, travel arrangements and presentations.
- Manages the CDC Small Business Finance Board of Directors and all related committees.
- Plans and manages all board and committee meetings.
- Oversees the planning and organization of all large company events, including the Annual Celebration, company-wide Ditch Day and the Strategic Planning Retreat.
- Handles all employee travel arrangements.
- Processes all expenses related to travel, company events, Chief Executive Officer activities and Chief Operations Officer activities.

Executive Administrator

2014 – 2015

DavenportMajor Executive Search

- Served as the office manager and main point of contact for the office.
- Assisted the Chief Executive Officer, Chief Financial Officer and three recruiters.
- Initiated research for all new searches, including searches in the pharmaceutical, biotech, technology and defense sectors.
- Managed communication with all clients and candidates.
- Coordinated travel and interview arrangements for all candidates.
- Led local business development efforts by attending events and conferences.
- Oversaw collections and accounts receivable.

Executive Assistant

2012 – 2014

CONNECT

- Assisted the Chief Executive Officer and Interim-President with daily activities, including presentations, travel arrangements, scheduling and business development.
- Managed the CONNECT Association Board (20 members), CONNECT Foundation Board (90 members), CONNECT Executive Committee (18 members) and all affiliated sub-committees.
- Planned and managed all board and committee meetings.
- Interfaced with member company executives.
- Oversaw the search and hire of most new employees, including interns.
- Assisted with audit and billing tasks.
- Served as a liaison between the Professional Employer Organization (PEO) and CONNECT employees to resolve employee-related issues.
- Screened and analyzed outsourced services, including professional employer organizations, phone companies and printing services.
- Successfully assisted in the search and transition of a new CEO.
- Created and implemented a new filing system for all board-related documents.

Administrative Assistant
Lewis Brisbois Bisgaard & Smith LLP

2007 – 2012

- Assisted the Chief Administrative Officer with daily activities, including presentations, travel arrangements, interviews and client relations.
- Managed human resources, payroll and benefits for over 100 employees.
- Directed billing, accounts payable and accounts receivable for the San Diego office.
- Assisted in firm marketing efforts.
- Successfully created and transitioned all paper personnel files to an electronic filing system for over 100 employees.
- Streamlined the hiring and benefit enrollment process for the San Diego office by implementing a concise electronic packet.
- Received a promotion to the administrative assistant position within six weeks of employment with the firm.

Customer Service Supervisor
Circuit City

2006 - 2007

- Supervised eight employees, returns, exchanges, overall store customer service, sales and all transactions.
- Awarded employee of the month on two separate occasions, and employee of the week on five separate occasions.
- Promoted to the supervisor position after only ten weeks of employment with the company.
- Received numerous customer compliments.

Education

Arizona State University
Mass Media Communications

California State University San Marcos
Psychology

Palomar College
General Education

Selected Skills and Abilities

- Skilled in Word, Excel, PowerPoint, Outlook, Publisher, Salesforce, GreenRope, PCRecruiter, Ceridian (payroll system) and LawTime (billing system).
- Excels in organization, management, sales, client relations, problem-solving and customer service.

CityClerkIntern

From: Webmaster

Sent: Wednesday, April 29, 2015 8:11 AM

To: CityClerk

Subject: City of Chula Vista Boards & Commissions Application - Web form

A new entry to a form/survey has been submitted.

Form Name: Boards & Commissions Application

Date & Time: 04/29/2015 8:10 AM

Response #: 24

Submitter ID: 1619

IP address: 67.207.216.98

Time to complete: 14 min. , 37 sec.

Survey Details

[S]: This question is marked as sensitive, answers to sensitive questions are not sent by email. [Log in](#) to the CMS to view the answer to this question.

Page 1

1. Prefix

(○) Mrs.

2. First and Last Name

Amy Reeve

3. E-mail

[REDACTED]

4. Home Address

[REDACTED]

5. City

Chula Vista

6. ZIP code

91910

7. Primary Phone

[REDACTED]

8. Secondary Phone



9. Please indicate your areas of interest by checking the boxes below.

☒ Civil Service Commission

If you checked more than one box, which would be your:

10. First choice?

Not answered

11. Second choice?

Not answered

12. Third choice?

Not answered

13. ☒ For the following board/commissions, please submit your resume: Board of Ethics, Board of Library Trustees, Civil Service Commission, Growth Management Oversight Commission, Parks & Recreation Commission

14. Are you registered to vote in Chula Vista?

☐ Yes

15. Do you live within the City limits of Chula Vista?

☐ Yes

16. How Long?

Since July 2013

17. Present employer

City of Coronado

18. Occupation

Human Resources Manager

19. Are you currently serving on a Chula Vista Board/Commission?

☐ No

20. Which one(s)?

Not answered

21. Have you previously served on a Chula Vista Board/Commission?

☐ No

22. Which ones?

Not answered

23. Are you or have you been involved in any local, civic or community groups?

(o) Yes

24. Which ones?

Rotary, Leadership Santa Rosa, CCPA, SHRM, PASCO

25. What are your principal areas of interest in our City government, and what experience or special knowledge can you bring to those areas?

I am interested in using my background in local government and Human Resources to contribute to the community in which I live. I have experience in labor negotiations, discipline, employee relations, interpretation of local, state and federal laws.

Additionally, I currently serve as the Chair to the Civil Service Commission for the City of Coronado.

26. What would you hope to accomplish by your participation?

I would hope to lend my expertise so the Commission can make fair and equitable decisions that are compliant with the law and the policies of the City.

I am familiar with the responsibilities of the Boards and Commissions for which I am applying. By submitting this application, I hereby attest that the above information is accurate and true.

Thank you,
City of Chula Vista

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Amy M. Reeve SPHR, CLRM, MSOD

RESULTS-ORIENTED HUMAN RESOURCES DIRECTOR

Driving strategic HR initiatives to realize high-impact results, contain costs and enhance employee engagement in pursuit of company objectives.

Performance-driven professional with eleven years of combined expertise in Human Resources management, recruitment, compensation and benefit administration, labor relations, occupational health and safety and employment law. Strategist in the development of innovative HR initiatives and adept at modernizing processes and capitalizing on employee readiness. A creative thinker, problem solver and the decision maker who balances the needs of employees, Council, Commission and the management team with the mission of the organization. Strong communication, negotiation, interpersonal communication and organizational skill set.

CORE SKILLS & SPECIALTIES

Employee Relations	Employee Training & Development	Recruitment & Retention
Process Improvement	Labor Relations	Program Development
Compensation & Benefits	HR Compliance	Performance Management
Talent Acquisition	Organizational Development	Project Management

PROFESSIONAL EXPERIENCE

Human Resources Manager
City of Coronado

July 2013 - Present
Coronado, CA

Human Resources Manager for a full service city with 235 full-time and 400 part-time, temporary and seasonal employees. Oversight of staff responsible for recruitment, benefits administration, worker's compensation and business licensing. Serve as lead negotiator with Police, Fire and several employee labor groups. Conduct closed sessions with Council to advise on labor relations and potential litigation. Advise departments on discipline, performance management and handle all internal investigations, including Skelly hearings. Responsible for training and development and the safety program. Act as Chair to the Civil Service Commission and participate in closed sessions. Manage disciplinary appeals as needed. Provide updates to the Civil Service Rules, Administrative Procedures and company policies. Advise the Department Directors and City Manager on labor laws and ensure the city is legally compliant. Managed several large-scale change initiatives including the introduction of a new payroll system (Kronos), a major upgrade to the FinancePlus HRIS system, implemented a new online employee benefits module and facilitated the hiring of a new insurance broker resulting in \$75K in premium savings and enhanced benefits for employees.

Human Resources Manager
Town of Windsor

January 2006 – June 2013
Windsor, CA

Established this rapidly growing community's first ever Human Resources Department covering 100 full-time and up to 75 part-time, temporary and seasonal employees. Restructured policies and procedures and brought company up to acceptable HR standards and legal compliance, examples include FMLA, HIPAA, and ARRA policies and procedures. Currently handle all internal investigations as a partner with the management team and legal counsel. Perform employee relations, implemented new performance improvement program and handle all disciplinary actions and appeals. Manage HR staff responsible for payroll, recruitment, training and development, leave administration, benefits and risk management. Developed new employee appraisal and recognition systems and create an Employee Advisory Committee in an effort to increase morale and interdepartmental communication. Managed large-scale initiatives such as a classification and compensation study, salary survey and labor negotiations. Created quarterly luncheon program, HR Quarterly Newsletter and Annual Open Enrollment and Benefits Fair to increase

employee engagement. Conduct in-house training and employee development programs and arrange training sessions with subject matter experts as needed. Provide succession planning analysis and recommendations to executive managers, Town Manager and Town Council and work with facilitators for biennial strategic planning and budget retreats. Provide workplace compliance expertise to minimize legal liability and ensure state and federal workplace standards are followed.

Interim Human Resources Manager / Human Resources Generalist July 2003 – January 2006
Brayton & Purcell Law Firm Novato, CA

Provided guidance and counseling to managers and employees in dealing with employee relations, performance appraisals, training and disciplinary actions. Provided compliance expertise to minimize litigation exposure and enforce state and federal workforce regulations. Responsible for fast-paced recruitment, selection and orientation of Exempt and Non-Exempt employees. Minimized temporary staffing usage, providing a \$50K reduction in recruiting fees while simultaneously lowering turnover by 4% in the 2004 calendar year. Implementation and management of employee benefit plans for a large, multi-state law firm; including the administration of medical, dental, vision, 401(K), profit sharing, AD&D, life insurance, flexible spending accounts, educational reimbursement, long term disability and employee assistance programs. Job analysis and compensation management for over 300 employees in California, Oregon and Utah. Implementation of compliance training for managers regarding discriminatory hiring practices, harassment and HIPAA.

Recruiting Coordinator August 2002 – July 2003
Volt Services Group Santa Rosa, CA

Sourced, screened and placed high-level candidates, with a focus on direct placement business. Successfully filled 98% of open orders, increasing branch revenues and profitability. Administered employee retention plans and added-value services for corporate accounts, such as GreenPoint Mortgage and Agilent Technologies. Managed an employee recognition program to increase satisfaction and decrease turnover. Handled employee benefits, 401(K) and flexible spending account administration for over 350 temporary employees.

Personnel Supervisor/Recruiter January 2002 – August 2002
Express Personnel Services Santa Rosa, CA

Conducted fast-paced hiring and recruiting including: Internet and newspaper recruitment, headhunting and job fair participation. Organizes sales blitz to increase name recognition and profitability in the Sonoma County market. Experienced with inside/outside sales and customer relations. Experienced in conceptualizing, developing and implementing marketing strategies and coordinated the full spectrum of recruitment, testing and hiring contingent staff for clientele.

Regional Marketing Manager December 2000 – January 2002
World Events, Inc. Sacramento, CA

Recruited for new business throughout the country in the field of amateur sports. Ability to work with elite clientele such as NBA sports teams and political candidates. Performed all new hire training and orientation for large events, managed temporary pool of employees (ranging by event from five to one hundred staff) at event sites. Created marketing brochures, press releases, marketing materials and company biographies. Responsibilities included: recruiting sponsorships, grant writing, scheduling vendors, database maintenance, customer service, relationship management, publicizing through multiple media outlets and office management.

Director of Employee Benefits November 1999 – December 2000
Daniel, Russell & Charles, Co. Sacramento, CA

Developed employee benefit analyses for local businesses in the Sacramento area. Consulted with clients and offered competitive rate options for open enrollment periods. Implemented benefit fairs with company correspondents to lower costs and meet coverage objectives. Assisted with census data collection for annual renewals. Developed estate planning and voluntary life insurance proposals for clientele. Worked with industry specific insurance software.

EDUCATION/CERTIFICATIONS

University of San Francisco	Master of Science <i>Organization Development</i>
Sacramento State University	Bachelor of Arts <i>Psychology (Industrial/Organizational emphasis)</i>
Sonoma State University	Human Resources Management Certificate
Human Resource Certification Institute	Senior Professional in Human Resources (SPHR)
CalPELRA	CalPELRA Labor Relations Master (CLRM)

PROFESSIONAL AFFILIATIONS

Society of Human Resource Management	<i>Member</i>
Professional Association of Sonoma County (PASCO)	<i>Member</i>
City County Personnel Association of San Diego (CCPA)	<i>Member</i>
IPMA San Diego	<i>Member</i>
National Chapter of the Human Resources Association (NCHRA)	<i>Member</i>
Leadership Santa Rosa (through the Santa Rosa Chamber of Commerce)	<i>Class of XXVII</i>