

Profile

Brenda

First Name

L

Middle Initial

Morgun

Last Name

N/A

Employer

Retired

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ District 6

Are you currently serving on a Board or Commission? If so, please list:

NO

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ Some College, No Degree

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I have over a decade of experience in education, where I honed my skills in analysis, attention to detail, and working collaboratively with the public. As a degree evaluator, I learned to carefully assess data and ensure accuracy, and my experience with zoning and law, particularly educational law and criminal code, has equipped me with a well-rounded understanding of legal frameworks. I'm passionate about contributing to the development and well-being of my community, which is why I've also volunteered locally to help improve our neighborhood, whether through environmental initiatives or organizing community events. These experiences have deepened my commitment to working for the betterment of the area I live in. I'm applying for the Planning Commission because I'm deeply interested in ensuring that our city grows in a sustainable and environmentally conscious manner. With my background in law, zoning, and education, I feel well-equipped to help navigate the balance between urban development and environmental responsibility. I'm motivated by the opportunity to contribute my skills, experience, and passion to making thoughtful decisions that will shape the future of our city.

**Please list your current employer and relevant volunteer experience.**

I have over ten years of experience in education, where I developed strong interpersonal skills and a talent for effectively engaging with the public. During this time, I served as a degree evaluator, utilizing my analytical abilities and attention to detail to assess academic records with precision. In addition to my background in education, I have advanced computer skills that allow me to efficiently manage tasks and stay highly organized. I've also studied law, with a particular focus on educational law, criminal code, and zoning regulations. This legal knowledge has given me a solid understanding of the frameworks that shape both education and urban planning. Outside of my professional work, I'm actively involved in my local community. I have volunteered on initiatives to help keep our neighborhood clean and organized, and I've successfully rallied my neighbors to participate in community events, fostering cooperation and a sense of pride within the area.

**What is your understanding of the roles and responsibilities of this Board or Commission?**

The primary role of the Planning Commission is to ensure that the development and expansion of our city align with established zoning codes. This involves reviewing and approving new structures, infrastructure projects, and roads to ensure they are consistent with the city's general plan. Additionally, it is our responsibility to ensure that these developments promote environmental sustainability and comply with California's stringent environmental goals. We must strike a balance between fostering progress and growth while ensuring that we meet the state's environmental targets. This includes considering both the long-term impact of development on the community and the surrounding environment, while also supporting the city's overall vision for responsible and sustainable growth.

**Do you have experience or special knowledge pertaining to this Board or Commission?**

While I have not had direct experience working on a Planning Commission, I possess a strong foundation of knowledge that I believe will be valuable to this role. Through my studies in zoning regulations, educational law, and criminal code, I have developed a solid understanding of how land use, urban development, and environmental laws intersect. I am familiar with the importance of zoning codes and city general plans in guiding responsible growth and ensuring that new developments align with both community goals and environmental standards. Additionally, my experience as a degree evaluator has given me the ability to analyze complex information, identify key details, and make informed, data-driven decisions. I am also well-versed in working with public policies, which will help me navigate the planning process effectively. While my background may not include direct experience with a Planning Commission, my passion for sustainable development, legal knowledge, and commitment to community involvement will allow me to contribute meaningfully to this board.

**Any other comments you would like to add that may assist the City Council in their decision?**

I would like to emphasize that I am deeply committed to the long-term well-being of our city and its residents. My background in education, law, and zoning provides me with a unique perspective that I believe can be beneficial to the work of this Board. I'm highly detail-oriented, enjoy problem-solving, and have a collaborative approach to working with others, which will help ensure balanced, informed decisions that serve the best interests of the community. In addition, my years of volunteer experience in the neighborhood have given me a solid understanding of the concerns and needs of local residents. I believe it is crucial to listen to the voices of the community when making decisions that affect our city's development, and I am committed to fostering transparency and open communication between the Board and the public. I am eager to contribute my skills, knowledge, and passion to help guide our city's growth in a responsible, sustainable manner. I am confident that my diverse experiences will enable me to bring a fresh perspective to this Board, and I would be honored to serve in this capacity.

[Brenda\\_Morgun.pdf](#)  
Upload a Resume

**Requirements**

Question applies to multiple boards  
**AB 1234 Ethics Training**

☒ I Agree \*

Question applies to multiple boards  
**Attendance Policy**

☒ I Agree \*

☒ I Agree \*

☒ I Agree \*

☒ I Agree \*

☒ Other

**If you selected other, please indicate how you learned about the vacancy:**

Merced City Facebook Page

**Demographics**

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Gender**

☒ Female

Date of Birth

**Submission**

**I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.**

BM

## **Brenda Morgun**

**Professional Statement:** I want a challenging career that involves research and public work. I have extensive experience in admissions and records.

### **Skills:**

**Record Keeping**

**Evaluations**

**Public Speaking**

**Typing**

**Phones**

**Varification and Research**

### **Work Experience**

**Evaluations Specialist**

**San Jose City College**

**2005-2013**

***Duties and Responsibilities:*** In this role, my primary responsibility was to ensure that students met the graduation requirements for their degree or certificate programs, following the specific guidelines outlined for each. This included verifying catalog rights, ensuring students met the required grade point average, and managing counseling substitute forms for courses that were no longer offered or approved for substitution. I also entered transferable classes into the DataTel system and served on the DataTel Transitioning Committee, where I worked with a team to improve system processes. Additionally, I was responsible for posting degrees and certificates to student records in a timely manner. This process involved ordering degrees until the institution decided to produce them in-house, which then allowed me to learn and manage the new system for creating and issuing degrees and certificates directly. Another key aspect of my role was updating the master list of graduating students and assisting with the coordination of the graduation process. I also acted as a liaison between the Admissions Office and various departments, including the President's Office, Counseling, Curriculum, and directly with students, ensuring clear communication and the timely processing of records. This position deepened my understanding of academic policy, data management, and cross-departmental collaboration, all of which were foundational to my development in administrative support and student services.

**Admissions and Records Technician****San Jose City College****2003-2005**

**Duties and Responsibilities:** As an admissions and records technician I would process record verifications and transcripts. I would enter grades into the DataTel system and process census form that the instructors would drop off into our office. I would answer questions and assure that students knew when documents would be ready. I would also assist the Admissions Assistants during rush times and breaks. I would find and replace documents that were needed to assure my work was accurate. I would answer the phone and abide by all laws with the information that can be sent out over the phone. Checking ID before any records were released.

**Admissions and Records Assistant****Evergreen Valley College****2000-2003**

**Duties and Responsibilities:** As the primary point of contact in the Admissions and Records office, I served as the first line of assistance for students, faculty, and parents seeking information or records. This role allowed me to interact with a diverse group of individuals, providing support and guidance regarding the admissions process and academic records. During quieter periods, I proactively organized and filed records, ensuring that all documentation was kept up-to-date and easily accessible.

In addition to my administrative responsibilities, I took the initiative to deepen my understanding of the legal and regulatory frameworks governing community colleges. This included familiarizing myself with policies related to student records, privacy laws, and institutional compliance. I also expanded my knowledge of interdepartmental functions and collaborated with various offices to ensure that students were connected with the right resources to support their academic success.

This position not only strengthened my organizational and communication skills but also gave me a comprehensive understanding of the inner workings of the admissions and records department, setting the foundation for my career in administrative support.

**Admissions and Records Assistant****Gavilan College****1997-2000**

***Duties and Responsibilities:*** During my time in the Admissions Office, I had the opportunity to immerse myself in the operational processes that shape the student experience. I fell in love with the role of being the front-line contact in the office, where I had the chance to engage with students, faculty, and staff, contributing to the smooth running of the admissions process. My main duties involved filing and pulling both physical and electronic records, ensuring that all documents were organized and easily accessible. I was also responsible for managing the institution's microfiche and archival systems, a task that required meticulous attention to detail to preserve historical records accurately. Through this process, I became familiar with the lifecycle of various documents in the admissions and records system, learning about their significance in the student journey and the academic lifecycle. In this role, I gained valuable experience in document management, organization, and institutional processes, while working closely with the team to ensure the efficiency and accuracy of admissions operations. This position deeply shaped my career trajectory and sparked my passion for administrative and organizational work.

Profile

Conchita

First Name

F

Middle Initial

Swiggart

Last Name

Better Homes and Gardens  
Everything Real Estate

Employer

Realtor

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ District 4

Are you currently serving on a Board or Commission? If so, please list:

No

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ Bachelor's Degree



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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I have always been interested in serving in some capacity for the city of Merced. I believe I would bring a fresh voice and view. I am born and raised in Merced. I moved back to Merced 20+ year ago to raise my family on the city that so love. I have served on boards that I have a passion for and enjoy volunteering. I want Merced to be better everyday and I strive to be a positive voice for our community.

**Please list your current employer and relevant volunteer experience.**

I am currently working for Better Homes and Gardens Everything Real Estate. I have served on the board for Boy and Girls Club of Merced County, Merced County Hispanic Chamber of Commerce, and the OLM foundation board. I am currently serving my last 3 year term on the Mercy Foundation Board.

**What is your understanding of the roles and responsibilities of this Board or Commission?**

To review the General plan for Merced and any future development. Possible relocation of Boundaries and allocation for special projects.

**Do you have experience or special knowledge pertaining to this Board or Commission?**

I believe my Real Estate Experience and knowledgeable of Merced County would benefit me if I were to be considered for this appointment .

**Any other comments you would like to add that may assist the City Council in their decision?**

I live in Merced by choice and I want our city to be the best it can be.

[Conchita\\_s\\_resume\\_.pdf](#)

Upload a Resume

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## Requirements

Question applies to multiple boards

**AB 1234 Ethics Training**

☒ I Agree \*

Question applies to multiple boards

**Attendance Policy**

☒ I Agree \*

Question applies to multiple boards

**Statement of Economic Interests - FPPC Form 700**

☒ I Agree \*

Question applies to multiple boards

**Oath of Office**

☒ I Agree \*

Question applies to multiple boards

**Public Scrutiny**

☒ I Agree \*

Question applies to multiple boards

**How did you hear about this vacancy? \***

☒ Other

**If you selected other, please indicate how you learned about the vacancy:**

**Demographics**

**Ethnicity**

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☒ Hispanic

**Gender**

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☒ Female

Date of Birth

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**Submission**

**I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.**

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CFS

Conchita Flores Swiggart



**Objective**

To better serve the community of Merced

**Experience**

2022-present Better Homes and Gardens Everything Real Estate

Realtor

Sales and marketing

Assisting Buyers and Sellers with their Real Estate needs

2020-2022 Next Door Real Estate Merced , CA

Realtor

Sales Manager

Training of new agents

2002-2020 Century 21 Salvadori Merced,CA

Realtor

Marketing Available Properties for Sale

Helping Buyers Successfully buy property

Helping Seller to Successfully sell property

Century 21 Salvadori Merced, CA

2008- 2020

Century 21 Salvadori Merced, CA

Controller

Accounts Payable/receivable

Assistant to Owner of the company

Policy and Procedure

Training of new agents

Managing of office staff

1991-2000 Contempo Realty/Coldwell Banker

San Jose, CA

Administrative Assistant

**Education**

200- 2002 California State University, San Jose

San Jose, CA

Bachelor's Degree

Major in Liberal Studies and Minor in Social Science

1992-1997 San Jose City College

San Jose, CA

Associates Degree

Major in Liberal Studies

1989- 1991 Merced Community College

Merced, CA

1985-1989 Merced High School

Merced, CA

High School Diploma

**Interests**

Board Member Mercy Hospital Foundation

Merced CA

2016-Present

Board Member Boys and Girls Club of Merced County

Merced, CA

2013- 2018

Board Member Merced County Association of Realtors

Merced, CA

2012-2015

Board Member Merced County Hispanic Chamber

Merced, CA

2005-2011

**References**

Upon Request

Profile

Eric

First Name

G

Middle Initial

Chu

Last Name

Merrill Lynch

Employer

Wealth Management Advisor

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ District 4

Are you currently serving on a Board or Commission? If so, please list:

N/A

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ Bachelor's Degree

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I have been a proud resident of Merced for 15 years and am an alumnus of UC Merced. As a Wealth Management Advisor and Portfolio Manager at Merrill Lynch, I have extensive experience in financial stewardship, strategic planning, and economic development. I also serve as CFO of the Moraga Community Association, Treasurer of the Merced Sunrise Rotary Charity, and on the External Advisory Council of UC Merced's Gallo School of Management, demonstrating my commitment to community service and fiscal responsibility. I am applying to this commission because I am passionate about ensuring responsible growth and financial transparency in Merced. I believe my expertise in finance, governance, and long-term planning will contribute to informed decision-making that benefits our community.

**Please list your current employer and relevant volunteer experience.**

I am currently a Wealth Management Advisor and Portfolio Manager at Merrill Lynch, where I provide financial planning, investment management, and strategic guidance to individuals and organizations. In addition to my professional role, I am deeply involved in community service. I serve as the CFO of the Moraga Community Association, Treasurer of the Merced Sunrise Rotary Charity, and a member of the External Advisory Council for UC Merced's Gallo School of Management. These roles have allowed me to contribute my financial expertise to nonprofit and community-focused initiatives, ensuring sound fiscal management and strategic planning.

**What is your understanding of the roles and responsibilities of this Board or Commission?**

The Planning Commission plays a crucial role in shaping the growth and development of Merced by reviewing land use proposals, zoning changes, and development plans to ensure they align with the city's long-term vision and regulations. It serves as an advisory body to the City Council, making recommendations that promote sustainable, well-planned growth while balancing economic, environmental, and community needs. The Tax Transparency Commission is responsible for promoting fiscal accountability and ensuring that public funds are managed transparently and effectively. It reviews financial reports, evaluates tax policies, and provides recommendations to enhance public trust in the city's financial stewardship. Serving on either commission requires careful analysis, collaboration with stakeholders, and a commitment to making informed, strategic decisions that benefit the residents of Merced.

**Do you have experience or special knowledge pertaining to this Board or Commission?**

Yes, my professional and volunteer experience has provided me with valuable knowledge relevant to this commission. As a Wealth Management Advisor and Portfolio Manager at Merrill Lynch, I have extensive experience in financial planning, investment management, and economic analysis—skills that are directly applicable to responsible fiscal oversight and long-term planning. Additionally, my roles as CFO of the Moraga Community Association and Treasurer of the Merced Sunrise Rotary Charity have given me hands-on experience in financial governance, budgeting, and ensuring transparency in financial reporting. Serving on the External Advisory Council for UC Merced’s Gallo School of Management has further strengthened my understanding of strategic planning and policy evaluation. These experiences equip me with the financial acumen and analytical skills necessary to contribute effectively to the commissions’s objectives, whether in planning responsible growth or ensuring tax transparency for the benefit of the Merced community.

**Any other comments you would like to add that may assist the City Council in their decision?**

As a longtime resident of Merced and an alumnus of UC Merced, I am deeply invested in the city’s growth, financial transparency, and overall well-being. My professional expertise in wealth management and financial planning, combined with my leadership roles in nonprofit and community organizations, has equipped me with the skills necessary to make informed, strategic decisions that serve the best interests of our residents. I am committed to fostering responsible development, ensuring fiscal accountability, and promoting transparency in city governance. If given the opportunity to serve, I will approach this role with diligence, integrity, and a strong focus on the long-term prosperity of Merced.

[Eric\\_G. Chu - Resume.pdf](#)

Upload a Resume

**Requirements**

Question applies to multiple boards

**AB 1234 Ethics Training**

☒ I Agree \*

Question applies to multiple boards

**Attendance Policy**

☒ I Agree \*

Question applies to multiple boards

**Statement of Economic Interests - FPPC Form 700**

☒ I Agree \*



Question applies to multiple boards

Oath of Office

☒ I Agree \*

Question applies to multiple boards

Public Scrutiny

☒ I Agree \*

Question applies to multiple boards

How did you hear about this vacancy? \*

☒ City Website

If you selected other, please indicate how you learned about the vacancy:

Demographics

Ethnicity

☒ Asian or Pacific Islander

Gender

☒ Male

Date of Birth

Submission

I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.

egc

# Eric G. Chu

Wealth Management Advisor, Portfolio  
Manager

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Dedicated financial professional with extensive experience in wealth management, investment strategy, and financial planning. Passionate about fiscal transparency, strategic development, and community service. Proven leadership in nonprofit financial oversight and advisory roles, with a strong commitment to responsible governance and economic growth in Merced.

## PROFESSIONAL EXPERIENCE

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### **First Vice President - Wealth Management Advisor, Portfolio Manager, Merrill Lynch (2016 - Present)**

- Provide strategic financial planning, investment management, and portfolio strategy for individuals and organizations.
- Analyze economic trends and market conditions to develop tailored financial solutions.
- Ensure fiduciary responsibility and long-term wealth growth and preservation for clients.

### **Financial Analyst, Panasonic Silicon Valley Labs (2014 - 2016)**

- Conducted financial modeling and forecasting for R&D projects, supporting strategic decision-making.
- Analyzed project budgets, cost structures, and investment returns to optimize resource allocation.
- Provided financial insights and reporting to assist senior leadership in evaluating project viability.

## COMMUNITY LEADERSHIP & VOLUNTEER EXPERIENCE

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### **CFO, Moraga of Merced Community Association (2024 - Present)**

- Oversee financial operations, budgeting, and fiscal reporting for the association.
- Ensure compliance with financial regulations and promote financial transparency.

### **Treasurer, Merced Sunrise Rotary Charity (2024 - Present)**

- Manage financial accounts, oversee fundraising efforts, and ensure responsible allocation of charitable funds.
- Collaborate with board members to enhance financial oversight and transparency.

### **External Advisory Council Member, University of California Merced Gallo School (2023 - Present)**

- Provide strategic guidance and industry insights to support the development of UC Merced's business school programs.
- Engage in discussions on financial and economic policy impacting the region.

## EDUCATION & AWARDS

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- **Forbes Best-in-State Wealth Management Teams, 2025**
- **Certified Investment Management Analyst® (CIMA®) – University of Chicago Booth School of Business, 2019**
- **B.A. Economics, B.S. Management – University of California Merced, 2016**

Profile

Jerry

First Name

Middle Initial

Vue

Last Name

City of Turlock

Employer

Human Relations Specialist

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ Unknown

Are you currently serving on a Board or Commission? If so, please list:

No

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ Bachelor's Degree

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I was born and raised in Merced. I love my community and would like to help in the growth of our City.

**Please list your current employer and relevant volunteer experience.**

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Company/Agency City of Turlock Address 156 S. Broadway Turlock, CA US Phone 2096685150 Website <https://www.cityofturlock.org/> Position Human Relations Specialist Hours/Week 40 Employees Supervised 0 Dates October 2022 - Present Supervisor Darlene Ingersoll, Principal Human Relations Analyst Reason For Leaving I'm looking to further my career. May we contact this employer? Yes Duties Summary -Maintain confidentiality of records and information concerning other City employees including personnel files, medical records files, workers' compensation files, payroll, and all performance related information such as employee performance evaluations, wage and salary information. -Prepares and maintains records and logs and conducts special studies; monitor budget accounts and create budget reports. -Provides assistance to City staff and the general public on matters regarding human resources and/or payroll. -Conducts surveys, prepares and processes correspondence. -Organize employee trainings. -Maintained appointment schedules and calendars and arranged meetings. -Assist with tracking and managing departmental projects and/or program activities. -Assist with Internship and Performance on Purpose program. - Prepare payroll for the division to interface with City payroll system. -Processes a variety of personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations, merit increases along with employee performance evaluations, and other related matters. -Maintains records of employee benefits to include vacation, sick leave, etc. -Manage invoices, budget transfers, reimbursements, purchase orders, department purchase card statements, travel claims and contracts. -Manage and review contract's Certificate of Liability to make sure they are in compliance with City's limits. -Review, monitor, and manage contracts. -Ensure the contract's certificate of insurances, endorsements, business licenses are in compliance with contract agreements. - Request renewal if contracts agreements, certificate of insurances, endorsements, business licenses are expired. -Create and set up contracts and vendors in the ERP system. -Upload and monitor contracts, agreements, certificate of insurances, endorsements, business licenses in the ERP system. -Create purchase orders for contracts. -Sets milestones. - Maintain and update the City's social media efforts. -Assist with developing/organizing and participating in City events. -Create and maintain the City's social media resources (Facebook, Instagram and LinkedIn), ensuring an active and engaging presence and appropriate content. -Prepare information and flyers for billboards and City TV monitors. - Prepare City Manager's Monthly reports. -Prepare meeting agendas and analytical reports for Director's Executive meetings. -Update information and policies on the City website. - Perform research, administrative, and analytical assignments. -Attend job fairs at colleges. - Assisted with organizing Annual City job fair with Employment Development Department (EDD). -Prepares recruitment materials including job announcements, writing and placing advertising, social media, assembling mailing lists and preparing and issuing candidates notices. -Schedules, administers and scores written examinations; chair oral panels and

written exams. -Reviews and evaluates applications; updates the applicant tracking system. -Conducts orientation interviews with new employees and exit interviews. -Schedules pre-employment and Department of Transportation (DOT) related medical examinations. - Prepares employees workers' compensation initial reports and forwards to third party administrator for claims processing; monitors employees return to work status reports. - Enrolls employees in the City's retirement program (PERS) and other health care programs; answers questions regarding benefit programs; processes problem health care claims and coordinates with appropriate administrators and insurance carriers. -Process paperwork relating to long term disability claims. -Process Family and Medical Leave Act (FMLA/CFRA/PDL) paperwork from sending initial correspondence to employee through submitting paperwork to payroll; monitor employees return to work status reports. -Lead Part-Time Staff. When assigned to the Payroll function: -Prepares and processes city-wide payroll in compliance with City, State, and Federal requirements; assists with the administration of the City's compensation plan; and prepare quarterly, annual, and W-2 tax reporting statements; process retirement plan contributions. -Maintains and prepares payroll related records and reports; prepare payroll journal entries, prepare a variety of finance reports for multi-departmental use. -Answer payroll related questions from employees. - Research and resolve discrepancies or problems with a variety of vendors and governmental agencies, implement provisions and associated changes in employee bargaining agreements on the payroll system; coordinate with outside vendors, plan sponsors and governmental agencies. Company/Agency City of Turlock Address 156 S. Broadway Turlock, CA US Phone 2096685150 Website <https://www.cityofturlock.org/> Position Human Resources Technician Hours/Week 40 Employees Supervised 0 Dates March 2022 - October 2022 Supervisor Jessie Dhami, HR Director Reason For Leaving My department went through a reorganization. May we contact this employer? Yes Duties Summary -Maintain confidentiality of records and information concerning other City employees including personnel files, medical records files, workers' compensation files, payroll, and all performance related information such as employee performance evaluations, wage and salary information. -Prepares and maintains records and logs and conducts special studies; monitor budget accounts and create budget reports. -Provides assistance to City staff and the general public on matters regarding human resources and/or payroll. -Conducts surveys, prepares and processes correspondence. -Organize employee trainings. -Maintained appointment schedules and calendars and arranged meetings. -Assist with tracking and managing departmental projects and/or program activities. -Assist with Internship and Performance on Purpose program. - Prepare payroll for the division to interface with City payroll system. -Processes a variety of personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations, merit increases along with employee performance evaluations, and other related matters. -Maintains records of employee benefits to include vacation, sick leave, etc. -Manage invoices, budget transfers, reimbursements, purchase orders, department purchase card statements, travel claims and contracts. -Manage and review contract's Certificate of Liability to make sure they are in compliance with City's limits. -Review, monitor, and manage contracts. -Ensure the contract's certificate of insurances, endorsements, business licenses are in compliance with contract agreements. - Request renewal if contracts agreements, certificate of insurances, endorsements, business licenses are expired. -Create and set up contracts and vendors in the ERP system. -Upload and monitor contracts, agreements, certificate of insurances, endorsements, business licenses in the ERP system. -Create purchase orders for contracts. -Sets milestones. - Maintain and update the City's social media efforts. -Assist with developing/organizing and participating in City events. -Create and maintain the City's social media resources (Facebook, Instagram and LinkedIn), ensuring an active and engaging presence and appropriate content. -Prepare information and flyers for billboards and City TV monitors. - Prepare City Manager's Monthly reports. -Prepare meeting agendas and analytical reports for Director's Executive meetings. -Update information and policies on the City website. - Perform research, administrative, and analytical assignments. -Attend job fairs at colleges. - Assisted with organizing Annual City job fair with Employment Development Department (EDD). -Prepares recruitment materials including job announcements, writing and placing advertising, social media, assembling mailing lists and preparing and issuing candidates notices. -Schedules, administers and scores written examinations; chair oral panels and written exams. -Reviews and evaluates applications; updates the applicant tracking system. -Conducts orientation interviews with new employees and exit interviews. -Schedules pre-employment and Department of Transportation (DOT) related medical examinations. - Prepares employees workers' compensation initial reports and forwards to third party administrator for claims processing; monitors employees return to work status reports. - Enrolls employees in the City's retirement program (PERS) and other health care programs;

answers questions regarding benefit programs; processes problem health care claims and coordinates with appropriate administrators and insurance carriers. -Process paperwork relating to long term disability claims. -Process Family and Medical Leave Act (FMLA/CFRA/PDL) paperwork from sending initial correspondence to employee through submitting paperwork to payroll; monitor employees return to work status reports. -Lead Part-Time Staff. Company/Agency Merced County Board of Supervisors Address 2222 M St, Merced, CA US Phone (209) 385-7682 Website <https://www.co.merced.ca.us/61/Board-of-Supervisors> Position Extra-Help Administrative Assistant Hours/Week 25 Employees Supervised 0 Dates March 2020 - September 2020 Supervisor Lee Lor, Merced County Supervisor District 2 Reason For Leaving My internship ended. May we contact this employer? Yes Duties Summary -Proofread and edited correspondences. -Interpreted rules and regulations. -Managed calendars. -Took meeting notes. -Prepared oral presentations. -Scheduled meetings. -Outreach with local business and non-profit organizations and helped address issues or concerns. -Conducted community engagement and employment research surveys/projects. -Maintained confidential information. Company/Agency Merced College Address 3600 M St Merced, CA US Phone (209) 384-6093 Website Position Office Assistant Hours/Week 20 Employees Supervised 0 Dates August 2017 - August 2019 Supervisor Nora Martinez, EOPS/CARE Program Coordinator Reason For Leaving My contract ended. May we contact this employer? Yes Duties Summary -Assisted Program Coordinator with the EOPS, CARE, and NextUp program. These programs provided student services and resources to support low income, first generation, disabled students, single household parents and foster youth going to college at Merced College. -Performed program intake. -Assisted students with completing program documentation. -Tracked program enrollment and assisted with the program target number by calling and speaking with student in-person. -Attended outreach events and job fairs to promote our programs. -Created marketing materials to promote our programs. -Assisted with developing and organizing program related meetings, workshops, and events. -Assisted with office management and updating organization policies. -Answered phone calls, took messages, and redirected calls. -Scheduled and checked in students for their appointments using the college scheduling system. -Filed and maintained confidentiality with student files and records. -Managed student information on spreadsheets, Microsoft Access, and system database. -Performed database auditing.

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**What is your understanding of the roles and responsibilities of this Board or Commission?**

The purpose of the Planning Commission is to hold public hearings to periodically update the City's General Plan and to review applications for discretionary development within the City, including recommendations for projects requiring final City Council action. The Planning Commission also acts as the Board of Zoning Adjustment and the Relocation Appeals Board. The Board of Zoning Adjustment considers requests for variances from zoning ordinance requirements and acts upon appeals of determinations by City officials. The Relocation Appeals Board considers any appeal of a determination by the City as to appropriate payment for relocation assistance in accordance with City of Merced relocation guidelines.

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**Do you have experience or special knowledge pertaining to this Board or Commission?**

The purpose of the Planning Commission is to hold public hearings to periodically update the City's General Plan and to review applications for discretionary development within the City, including recommendations for projects requiring final City Council action. The Planning Commission also acts as the Board of Zoning Adjustment and the Relocation Appeals Board. The Board of Zoning Adjustment considers requests for variances from zoning ordinance requirements and acts upon appeals of determinations by City officials. The Relocation Appeals Board considers any appeal of a determination by the City as to appropriate payment for relocation assistance in accordance with City of Merced relocation guidelines.

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**Any other comments you would like to add that may assist the City Council in their decision?**

I have local government experience.

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## Requirements

Question applies to multiple boards

### AB 1234 Ethics Training

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☒ I Agree \*

Question applies to multiple boards

### Attendance Policy

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☒ I Agree \*

Question applies to multiple boards

### Statement of Economic Interests - FPPC Form 700

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☒ I Agree \*

Question applies to multiple boards

### Oath of Office

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☒ I Agree \*

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Question applies to multiple boards

### Public Scrutiny

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☒ I Agree \*

Question applies to multiple boards

### How did you hear about this vacancy? \*

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☒ Other

If you selected other, please indicate how you learned about the vacancy:

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## Demographics

**Ethnicity**

☒ Prefer not to Answer

**Gender**

☒ Male

Date of Birth

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**Submission**

**I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.**

JV



# Jerry Vue

## EXECUTIVE SUMMARY

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Performance-driven college student with many years of administrative experience. Seeking a position where I can apply my excellent customer service and administrative skills in effectively fulfilling the responsibilities for the position.

## EDUCATION

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### LAMAR UNIVERSITY

BEAUMONT, TX

*Master of Business Administration*

8/2023-Present

### CALIFORNIA STATE UNIVERSITY STANISLAUS

TURLOCK, CA

*Bachelor of Business Administration*

8/2019-5/2021

## PROFESSIONAL EXPERIENCE

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### CITY OF TURLOCK

156 S. BROADWAY, TURLOCK, CA 95380

**Human Relations Specialist**

10/2022-Present

-Maintain confidentiality of records and information concerning other City employees including personnel files, medical records files, workers' compensation files, payroll, and all performance related information such as employee performance evaluations, wage and salary information.

-Prepares and maintains records and logs and conducts special studies; may monitor budget accounts, as directed by supervisor.

-Provides assistance to City staff and the general public on matters regarding human resources and/or payroll.

-Conducts surveys, prepares and processes correspondence.

-Organize employee trainings.

-Maintained appointment schedules and calendars and arranged meetings.

-Assist with tracking and managing departmental projects and/or program activities.

-Assist with Internship and Performance on Purpose program.

-Prepare payroll for the division to interface with City payroll system.

-Processes a variety of personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations, merit increases along with employee performance evaluations, and other related matters.

-Maintains records of employee benefits to include vacation, sick leave, etc.

-Manage invoices, purchase orders, and contracts.

-Maintain and update the City's social media efforts.

-Assist with developing/organizing and participating in City events.

-Create and maintain the City's social media resources (Facebook, Instagram and LinkedIn), ensuring an active and engaging presence and appropriate content.

-Prepare information and flyers for billboards and City TV monitors.

-Prepare City Manager's Monthly reports.

-Prepare meeting agendas and analytical reports for Director's Executive meetings.

-Update information and policies on the City website.

-Perform research, administrative, and analytical assignments.

-Attend job fairs at colleges.

-Assisted with organizing Annual City job fair with Employment Development Department (EDD).

- Prepares recruitment materials including job announcements, writing and placing advertising, social media, assembling mailing lists and preparing and issuing candidates notices.
- Schedules, administers and scores written examinations; chair oral panels and written exams.
- Reviews and evaluates applications; updates the applicant tracking system.
- Conducts orientation interviews with new employees and exit interviews.
- Schedules pre-employment and Department of Transportation (DOT) related medical examinations.
- Prepares employees workers' compensation initial reports and forwards to third party administrator for claims processing; monitors employees return to work status reports.
- Enrolls employees in the City's retirement program (PERS) and other health care programs; answers questions regarding benefit programs; processes problem health care claims and coordinates with appropriate administrators and insurance carriers.
- Process paperwork relating to long term disability claims.
- Process Family and Medical Leave Act (FMLA/CFRA/PDL) paperwork from sending initial correspondence to employee through submitting paperwork to payroll; monitor employees return to work status reports.
- Lead Part-Time Staff.

When assigned to the Payroll function:

- Prepares and processes city-wide payroll in compliance with City, State, and Federal requirements; assists with the administration of the City's compensation plan; and prepare quarterly, annual, and W-2 tax reporting statements; process retirement plan contributions.
- Maintains and prepares payroll related records and reports; prepare payroll journal entries, prepare a variety of finance reports for multi-departmental use.
- Answer payroll related questions from employees.
- Research and resolve discrepancies or problems with a variety of vendors and governmental agencies, implement provisions and associated changes in employee bargaining agreements on the payroll system; coordinate with outside vendors, plan sponsors and governmental agencies.

## **CITY OF TURLOCK**

**156 S. BROADWAY, TURLOCK, CA 95380**

### **Human Resources Technician**

**3/2022-10/2022**

- Maintained confidentiality of records and information concerning other City employees including personnel files, medical records files, workers' compensation files and all performance related information such as employee performance evaluations and wage and salary information.
- Provided assistance to City staff and the general public matters regarding human resources.
- Processed merit increases along with employee performance evaluations.
- Prepared recruitment materials including job announcements, writing and placing advertising, social media, assembling mailing lists and preparing and issuing candidates notices.
- Chaired oral panels and written examinations.
- Scheduled, administered and scored written examinations.
- Reviewed and evaluated applications.
- Conducted orientation interviews with new employees and exit interviews.
- Scheduled pre-employment and Department of Transportation (DOT) related medical examinations.
- Prepared employees workers' compensation initial reports and monitored employees return to work status reports.
- Enrolled employees in the City's retirement program (PERS) and other health care programs.
- Processed paperwork relating to long term disability claims.
- Processed Family and Medical Leave Act (FMLA/CFRA/PDL) paperwork from sending initial correspondence to employee through submitting paperwork to payroll; monitored employees return to work status reports.
- Maintains records of employee benefits to include vacation, sick leave, etc.
- Manage invoices, purchase orders, and contracts.
- Conducted surveys, prepared and processed correspondence.
- Organized employee training.

- Prepared and maintained records and logged and conducted special studies.
- Maintained appointment schedules and calendars and arranged meetings.
- Prepared payroll for the division to interface with City payroll system.
- Maintained and updated the City's social media efforts.
- Assisted with tracking and managing departmental projects and/or program activities.
- Assist with Internship and Performance on Purpose program.
- Assisted with developing/organizing and participating in City events.
- Created and maintained the City's social media resources (Facebook, Instagram and LinkedIn), insuring an active and engaging presence and appropriate content.
- Prepared information and flyers for billboards and City TV monitors.
- Prepared City Manager's Monthly reports.
- Prepared meeting agendas and analytical reports for the Department Director's Executive meetings.
- Updated information and policies on the City website.
- Performed research, administrative, and analytical assignments.
- Attended job fairs at colleges.
- Assisted with organizing Annual City job fair with Employment Development Department (EDD).
- Lead Part-Time Staff.

**CALIFORNIA STATE UNIVERSITY, STANISLAUS**

**1 UNIVERSITY CIRCLE, TURLOCK, CA 95382**

**Administrative Support Assistant**

**9/2021-3/2022**

- Managed the front desk and assisted customers when they came in to our office.
- Ordered supplies for the department and managed purchase orders.
- Addressed inquiries regarding HR, benefits, and payroll-related matters.
- Drafted job postings.
- Conducted employee onboarding and orientation and presented the organization's policies and procedures.
- Assisted employees with completing new hire documents.
- Updated employee information on spreadsheets and databases.
- Assisted with the I-9 audit project. I worked on transitioning our paper I-9 to electronic. I reviewed employees I-9 forms. I made sure that they are authorized to work and have the required documentation. I tracked and made sure expired documentation were updated.
- Assisted employees with benefits enrollment during open enrollment and checked for the required documentation.
- Sent benefit change notices to employees.
- Maintain confidentiality of records and information.
- Managed employee personnel and benefits files.
- Lead and trained student employees.

**CALIFORNIA STATE UNIVERSITY, STANISLAUS**

**1 UNIVERSITY CIRCLE, TURLOCK, CA 95382**

**HR Assistant**

**9/2020-8/2021**

- Managed the front desk and assisted customers when they came into our office.
- Answered emails and phone calls.
- Responded to inquiries regarding HR, and payroll-related matters.
- Assisted employees with completing benefits enrollment and change forms.
- Maintained confidentiality with employee information.
- Maintained filing of personnel, payroll, and other documents.
- Assisted with the employee files project. I created a filing system for sorting and filing payroll documentation.
- Compiled and updated employee records of database system.
- Managed employee personnel and benefits files.

- Performed data entry with HR and payroll-related information.
- Performed other duties as assigned.

#### **MERCED COUNTY BOARD OF SUPERVISORS**

**2222 M STREET, MERCED, CA 95340**

**Extra-Help Administrative Assistant**

**3/2020-9/2020**

- Proofread and edited correspondences.
- Interpreted rules and regulations.
- Managed calendars.
- Took meeting notes.
- Prepared oral presentations.
- Scheduled meetings.
- Outreach with local business and non-profit organizations and helped address issues or concerns.
- Conducted community engagement and employment research surveys.
- Maintained confidential information.

#### **MERCED COLLEGE**

**3600 M STREET, MERCED, CA 95348**

**Office Assistant**

**8/2017-8/2019**

- Assisted Program Coordinator with the EOPS, CARE, and NextUp programs. These programs provided student resources to support low income, first generation, disabled, single household parents and foster youth students going to college at Merced College.
- Performed program intake.
- Assisted students with completing program documentation.
- Attended outreach events to promote our programs.
- Created marketing flyers to promote our programs.
- Organized meetings, workshops, and events.
- Assisted with office management and updating organization policies.
- Answered phone calls, took messages, and redirected calls.
- Scheduled and checked in students for their appointments using the college scheduling system.
- Filed and maintained confidentiality with student files and records.
- Updated information on spreadsheets, Microsoft Access, and system database.
- Performed database auditing.

#### **SKILLS**

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- Bilingual in Hmong
- Microsoft Office Excel, Word, Outlook, PowerPoint, Access & OneNote
- People Soft
- Neogov
- CHRS
- New World ERP Tyler Technologies
- New World Intranet
- Canva
- Bright Sign
- ProWatch
- Target Solution (Employee Training Software)
- Calendly
- Teams
- Zoom

- Adobe

Profile

Jose

First Name

J

Middle Initial

Delgadillo

Last Name

Employer

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

Street Address

City

Suite or Apt

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ District 6

Are you currently serving on a Board or Commission? If so, please list:

PLANNING COMMISSIONER

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ Bachelor's Degree

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I HAVE LIVED IN MERCED FOR THE LAST 18 YEARS. SINCE, I HAVE SERVED IN THE CIVIL GRAND JURY FOR FIVE YEARS AND AS A COMMISSIONER FOR THE HOUSING AUTHORITY FOR THE COUNTY OF MERCED. ONCE, I WAS A MEMBER OF THE "ONE VOICE TEAM" TOGETHER WITH MAYOR MATT SERRATTO. I SERVED IN THE MCAG-CAC AND SJVAPCD-CAC

**Please list your current employer and relevant volunteer experience.**

I AM CURRENTLY A VOLUNTEER FOR THE MERCED COUNTY MUSEUM AS DOCENT IN ADDITION TO OTHER ASSIGNMENTS AS NEEDED. I AM ALSO AVAILABLE, AS NEEDED, BY MY CHURCH AND CATHOLIC CHARITIES.

**What is your understanding of the roles and responsibilities of this Board or Commission?**

YOUTH, SCHOOLS, ROADS, TRANSPORTATION AND ENVIRONMENT, ESPECIALLY, SAFETY!

**Do you have experience or special knowledge pertaining to this Board or Commission?**

PLANNING COMMISSIONER: YES. CITIZENS ADVISORY FOCUS GROUP: NO

**Any other comments you would like to add that may assist the City Council in their decision?**

I AM A VIETNAM VETERAN AND A FORMER RAILROAD OFFICIAL

[Jose-Biography.doc](#)

Upload a Resume

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## Requirements

Question applies to multiple boards

**AB 1234 Ethics Training**

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☒ I Agree \*

Question applies to multiple boards

Attendance Policy

☒ I Agree \*

Question applies to multiple boards

Statement of Economic Interests - FPPC Form 700

☒ I Agree \*

Question applies to multiple boards

Oath of Office

☒ I Agree \*

Question applies to multiple boards

Public Scrutiny

☒ I Agree \*

Question applies to multiple boards

How did you hear about this vacancy? \*

- ☒ City Website
- ☒ A Friend
- ☒ Other

If you selected other, please indicate how you learned about the vacancy:

PUBLIC JOINT MEETING OF MERCED CITY COUNCIL AND CITY OF MERCED PLANNING COMMISSIONERSMERCED

Demographics

Ethnicity

☒ Hispanic

Gender

☒ Male

Date of Birth



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**Submission**

**I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.**

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JOSE J. DELGADILLO

## JOSE J. DELGADILLO

Jose migrated to the United States from Sonora, Mexico, in 1959, as a grammar school drop out. But, with his newly adopted parents' interest in his future success, and Jose's willingness to take advantage of this wonderful opportunity, it did not take him long to start putting to use his new parents' generosity and what the United States, "America – land of opportunity," provided. Jose was placed in the second grade because of his lack of English and many other obstacles. No problem, three years later he was student body president of his Junior High School. From there on he knew he liked political science. He graduated from high school, went on to serve in the United States Air Force and was awarded the Air Force Commendation Medal. He was honorably discharged as a Vietnam veteran. A few months later he started his career with Southern Pacific Railroad Company(SP) and attending Sacramento State University(CSUS), he earned his Journeyman's Locomotive Electrician papers and his college degree in Political Science from CSUS in the same year. Because of his accomplishments, SP management promoted him into management in the San Francisco(SF) headquarters. In SF, he met a very lovely lady, Estrella(Bea) Soloria. She was and has been the sole instrument for Jose's career, but, most important, the meaning of living a truly Catholic life! Jose made use of his political science degree, but in a different way. Since their marriage, both have been very much involved in "teaching." Bea has a BS in Education from the University of Santo Tomas in the Philippines and a Masters degree in English from the University of San Francisco. She also received a diploma from the University of Madrid, completing special studies in Humanities. With Bea's talent and Jose's determination to sacrifice their time, talent, and treasure, they placed all their free time with the Cursillo Movement and the Marriage Preparation Program. They have taken many leading roles in the Church and community. Jose felt that God's call for him was to teach Christian living thru the Cursillo way and the Marriage Preparation program. He would let other talented individuals handle the governmental affairs. Jose retired from Union Pacific Railroad Company in Omaha as Sr. Manager of Locomotive Maintenance Planning. He was the first company officer ever to receive full retirement at the age of 54. In 2006, both relocated to Merced from San Francisco. And what a retirement – traveling to many parts of the country and the world. Now that both live here in Merced, Bea is currently President of the Asian Association of St. Patrick and President of the Hospitality Committee. Jose is an officer of the Knights of Columbus. He just finished serving five years in the Merced County Civil Grand Jury. The Merced County Board of Supervisors appointed Jose to serve as Commissioner for the Housing Authority for the County of Merced. He is currently in his seventh year. Both work at the Voting Polls and as Proctors for the California State Bar, Civil Engineering, and Water Resources examinations.

Profile

Karla

First Name

A

Middle Initial

Seijas

Last Name

Employer

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ District 4

Are you currently serving on a Board or Commission? If so, please list:

No

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ Doctoral Degree

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

As a native of Merced, California, I have dedicated my career to public service, policy development, and community advocacy with a strong commitment to uplifting underserved populations. My academic background includes a Ph.D. in Interdisciplinary Humanities, with research centered on how public policy impacts post-9/11 military families. I am applying to the City of Merced Planning Commission because I believe in the importance of equitable, community-informed development that honors local history while planning for sustainable growth. My experience working across sectors—government, academia, and the nonprofit sphere—has given me the tools to understand complex planning challenges and advocate for inclusive policies. I am especially passionate about ensuring that the voices of working families, and historically underrepresented communities are reflected in Merced's future.

**Please list your current employer and relevant volunteer experience.**

Currently on sabbatical. University of California, Merced 8/2023–5/2025 Chancellor's Advisory Committee on the Status of Woman 8/2023–5/2024 Committee on Academic Planning and Resource Allocation 2023–2024 Graduate Dean's Advisory Council on Diversity 2021–2022 Equity & Justice Advisory Board 2021–2022 Graduate Dean's Advisory Council on Diversity 2020–2021 Solidarity Officer, Graduate Student Association 2020–2021 Graduate Student Representative, Graduate Student Conflict Resolution Infrastructure Workgroup Community Service 2025–Present Executive Board Member, Veteran Studies Association 2025–Present Board Member, Golden Valley Health Centers Foundation 2022–Present, California Girls State Volunteer, American Legion Auxiliary 2023–2024 Club Volunteer, Bear Creek 4-H 2022–2023 Girls State Unit Chair, American Legion Auxiliary, Post 83 2020–2023 Board Member, Court Appointed Special Advocates of Merced County 2017–Present Board Member, Chair (2017–2019), Merced County Veterans Memorial Building Committee

**What is your understanding of the roles and responsibilities of this Board or Commission?**

The Planning Commission plays a critical role in guiding the physical development of the City of Merced in alignment with the General Plan and zoning ordinances. Its responsibilities include reviewing and making decisions or recommendations on land use proposals, such as subdivisions, conditional use permits, and zoning changes. The Commission also advises the City Council on long-term planning strategies that affect housing, transportation, economic development, and environmental sustainability. I understand that this work requires balancing growth with community needs, preserving neighborhoods, and ensuring that planning decisions are transparent, equitable, and in the public interest.

**Do you have experience or special knowledge pertaining to this Board or Commission?**

Yes, I bring experience in public policy, community advocacy, and government affairs that aligns closely with the responsibilities of the Planning Commission. My work has involved analyzing legislation, engaging with diverse stakeholders, and advancing policies that promote equitable access to resources, particularly for underserved and rural communities. As a scholar and advocate, I have collaborated with local and state officials on issues such as land use, infrastructure, and education access. I also have a strong understanding of how planning decisions intersect with broader social issues, including housing, transportation, and economic opportunity—particularly as they affect veterans, working families, and historically marginalized populations.

**Any other comments you would like to add that may assist the City Council in their decision?**

I am familiar with the structure and function of City of Merced boards and commissions, having previously served on the Merced City Personnel Board and as the inaugural City of Merced representative for the Measure V Oversight Committee. I am committed to being an active contributor to my community and believe my experiences living in major cities across the country have given me valuable insight into effective urban planning and community development. Now that I have returned to Merced, I am eager to apply that perspective to support thoughtful, inclusive growth and contribute meaningfully to the city’s planning efforts.

[K\\_Seijas\\_Resume\\_2025.pdf](#)  
Upload a Resume

**Requirements**

Question applies to multiple boards  
**AB 1234 Ethics Training**

☒ I Agree \*

Question applies to multiple boards  
**Attendance Policy**

☒ I Agree \*

Question applies to multiple boards  
**Statement of Economic Interests - FPPC Form 700**

☒ I Agree \*

Question applies to multiple boards

Oath of Office

☒ I Agree \*

Question applies to multiple boards

Public Scrutiny

☒ I Agree \*

Question applies to multiple boards

How did you hear about this vacancy? \*

☒ City Website

If you selected other, please indicate how you learned about the vacancy:

Demographics

Ethnicity

☒ Hispanic

Gender

☒ Female

Date of Birth

Submission

I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.

KAS

# KARLA A. SEIJAS



## Education

### **PhD, Interdisciplinary Humanities**

Research focus: Public policy, post 9/11 military, higher education

University of California, Merced

### **Veteran Studies Certificate**

University of California, Irvine

### **Master of Arts, Interdisciplinary Humanities**

University of California, Merced

### **Peer Support Certification**

Growing Veterans Peer Support Program

### **Certificate of Diversity and Inclusion**

Cornell University, New York

### **Master of Arts, Public Policy**

California State University, Northridge

### **Bachelor of Arts, Political Science**

California State University, Northridge

## Professional Experience

University of California, Merced

Yosemite Veterans Education and Leadership Seminar

August 2020 – Present

### **Co-Producer**

Plan and oversee the annual seminar held at the university and Yosemite National Park, ensuring seamless scheduling, preparation, and execution.

- Develop and deliver engaging presentations to educate and inform seminar participants on key topics.
- Design and manage the annual participant application process, including outreach efforts to attract a diverse applicant pool and maintaining communication with applicants throughout the process.
- Collaborate with veteran organizations, military transition programs, and universities to promote the seminar and its role in supporting veterans during their transition.
- Coordinate and secure speakers for the three-day seminar, ensuring a robust and impactful program.
- Manage logistics for meals, transportation, and lodging for participants, as well as securing parking passes and reservations for access to Yosemite National Park's permitted areas.
- Build and maintain relationships with seminar donors to foster long-term engagement and financial support.
- Oversee and manage budgets, ensuring accurate spending, contract approvals, and proper accounting in collaboration with university financial offices.
- Track participant applications, manage attendance numbers, and maintain a waiting list as needed.
- Design and distribute surveys to participants, supporters, and speakers, using feedback to uphold and improve the seminar's quality and impact.

University of California, Merced

School of Social Sciences, Humanities and Arts

August 2019 – May 2025

### **Teaching Assistant**

Performs duties in the classroom that support the students enrolled in the course. Presents lectures, holds weekly office hours, read, and evaluate coursework such as quizzes, reports or papers, proctor examinations, perform tutoring and maintain/submit student records.

### Courses:

Anthropology 01: Introduction to Sociocultural Anthropology (Served as IOR)

Anthropology 05: Introduction to Biological Anthropology (Served as Discussion Sections IOR)

Anthropology 100: History of Anthropological Thought and Practice (Served as Discussion Sections IOR)

Anthropology 111: The Anthropology of Globalization

Anthropology 115: Economic Anthropology

Anthropology 151: Human Adaptability

Anthropology 172: Ethnohistory

University of California, Merced  
 School of Social Sciences, Humanities and Arts  
 October 2017 – July 2019

### **Graduate Specialist**

Provided the full range of student services within an organization such as an academic department, school, or college. Independently advised students and resolved student services-related issues on the full range of academic issues inherent within the organization.

- Oversaw the award process for all Graduate Student Researcher appointments
- Collaborated with faculty on course assignments, funding for all students within each of the six graduate programs and provided graduate group support
- Worked with the department's/school's/college's management to recommend changes to policies, practices, and procedures
- Provided guidance on issues requiring in-depth knowledge of specialized programs provided by offices specializing in those fields, e.g., the financial aid office, graduate division, student learning center, or by the chair/dean and faculty of the department/school/college
- Administered funds for student programs
- Collaborated with other schools and departments on complex student events, such as Graduate Research Orientation Week, Graduate Visitation Weekend, Graduate Appreciation Week and all other events pertaining to graduate students

Georgia Military College – Columbus, GA  
 September 2015 – December 2017

### **Adjunct Professor of Political Science**

Prepared and delivered lectures to undergraduate students on topics of political science, international relations, democracy, and citizenship. Compiled, administered, and graded examinations. Evaluated and graded student's assignments, exams, and research papers. Prepared course materials such as syllabi, assignments, tests, and handouts. Initiated, facilitated, and moderated discussions in the classroom and online.

*\*\*Recognized as the 2016 Faculty Member of the Year.*

#### Courses taught:

Political Science 101: Introduction to American Government  
 PER 101: College Success

University of California, Merced  
 School of Engineering  
 November 2016 – March 2017

### **Public Policy Researcher (Contract Position)**

Researched and addressed problems through public policy, related to flavored tobacco and menthol. Identified best practices used by eight counties in California who had passed smoking bans and provided technical assistance to thirteen counties in California who were at diverse levels of getting a flavored tobacco and menthol ban passed. Worked independently and with teams to develop best practices and tools for program execution and management. Developed communication plans and worked with stakeholders/champions to pass policies related to a flavored tobacco and menthol ban in their community.

- Supervised employees working on different aspects of the project
- Updated team tasks, project goals and communicated regularly to get an update on tasks
- Communicated with twenty-one counties throughout California to gauge their status on a ban of Flavored Menthol and Tobacco via key informant interviews, assessments and surveys
- Conducted meetings with other statewide technical assistance providers regarding Flavored Tobacco and Menthol

US Army, Soldier for Life, Transition Assistance Program – Fort Benning, GA  
 April 2015 – August 2015

### **Career Counselor**

Networked with chains of command (military upper management), service providers, employers, and education institutions in support of marketing initiatives to ensure clients (servicemembers) obtained accurate information and met all standards to transition from the military into civilian life. Facilitated employment assistance training to groups of 10-50+ service members and spouses. Conducted individual pre-separation briefings and other job assistance activities such as resume building, evaluation, and mock interviews. Assisted clients in the use of automated systems, tracked their progress and motivated clients to increase their utilization of transition center services.

- Assisted 50 servicemembers per week in developing and meeting their individual transition plan goals
- Developed and implemented standard operating procedures for conducting daily and weekly tasks



- Monitored and documented the transition activities of more than 300 clients at any given time
- Participated in employer partnership and education initiatives to facilitate employment opportunities

US Army, Family, Morale, Welfare & Recreation: Marketing – Fort Benning, GA

June 2013 – Nov 2013

**Marketing Associate**

Established and developed effective marketing plans resulting in comprehensive publicity, increased sales, and strategic marketing campaigns.

- Performed recommendations for media layouts, copy, photographic, print and broadcast releases
- Compiled statistics and survey data to improve products and services offered to Soldiers and Families at Fort Benning
- Proofread marketing materials before final version was sent to print
- Met and corresponded with department managers to conceptualize ideas and improve outreach strategies

US Army Installation Management Command (Strategic Communications) – Fort Sam Houston, TX

Jan 2012 – June 2012

**Public Affairs Specialist**

Responsible for creating, staffing, and distributing a full range of command information products and services to a diverse, world-wide audience while working independently in a time sensitive environment.

- Developed themes and messages for different audiences
- Wrote several news articles promoting the command's programs
- Monitored and responded to media requests from reporters from around the world
- Assisted in organizational communication, plans and products and determined the logical and most effective theme for presentations
- Supported all aspects of the inspirational leader recognition program "Hero of the Day"

US Army Installation Management Command (Public Affairs) – Fort Sam Houston, TX

Aug 2010 – Jan 2012

**Public Affairs Specialist**

Analyzed, developed, and wrote a variety of information products for target audiences through media outlets such as radio, television, newspaper and wire services. Calculated the return on investment on media outreach activities. Established relationships with media representatives and other public affairs officials to maintain a common voice.

- Served as a liaison between command personnel and public affairs to increase communication both inside and outside of the command
- Created a daily media summary/analysis for the Commanding General which grew to 300+ daily recipients
- Proofread news reports and reports before they were sent to the commander for final approval
- Responsible for writing news articles related to Soldiers, Retirees and Army families around the world
- Maintained the command public affairs website with daily updates to news, graphics and text
- Maintained the command social media presence on various outlets

California Grocers Association – Sacramento, CA

June 2008 – May 2009

**Manager of Government Relations**

Worked with statewide association members to determine what legislation had an impact on their businesses and whether to support or oppose legislation. Also collaborated with other statewide associations in order to have an impactful voice and message on various issues from legislation to regulatory changes.

- Served as the lead on writing government relations publications and articles such as the quarterly magazine, newsletters and other issue specific newsletters for association members
- Wrote letters and advocacy briefings on behalf of the association for legislators, regarding legislation support and opposition
- Planned and marketed large events such as lobby day at the state capitol for association membership
- Oversaw bill tracking, bill analysis and regulatory analysis related to the grocery and business industries

Consulate General of Israel – Los Angeles, CA

January 2006 – February 2008

**Political Advisor**

Maintained all consulate diplomats updated on any information that impacted the consulate's jurisdiction which included 7 states. Was responsible for all outreach activities between the State of Israel and ethnic and religious communities, homeland security and emergency response.

- Maintained diplomats updated on levels of city, county and federal political situations within the consulate's jurisdiction consisting of seven states on a daily basis
- Established and developed effective relationships with public officials, federal liaison officers, subject matter experts and special interest groups in the jurisdiction
- Worked with radio, television, daily and weekly newspapers and broadcast media representatives and did interviews in both English and Spanish
- In charge of arranging diplomatic schedule of visits and travel arrangements of the Prime Minister, Foreign Minister, Ambassador, other ministers, diplomats as well as distinguished visitors during their stay in the jurisdiction
- Formulated messages, speeches, and talking points for both the Consul General and Deputy Consul General in both English and Spanish
- Made oral presentations and conducted meetings designed to develop a consensus from divergent viewpoints among community organizations and leaders

### **Legislative Testimony**

2024 Hearing on Assembly Bill 2736, California State Assembly Committee on Military and Veteran's Affairs  
 2022 Hearing on Assembly Bill 1606, California State Assembly Committee on Military and Veteran's Affairs  
 2022 Hearing on Assembly Bill 1606, California State Assembly Committee on Higher Education

### **Policy Contributions**

2025 Assembly Bill 264 (In progress)  
 2024 Assembly Bill 2736 (Vetoed by Gov. Gavin Newsom)  
 2023 Assembly Bill 1745 (Signed into Law)  
 2022 Assembly Bill 1606 (Held in Assembly Committee on Appropriations)

### **Leadership & Recognition**

05/2024 – Elizabeth Dole Foundation, 2024 Dole Caregiver Fellow  
 03/2024 – California Assemblywoman Esmeralda Soria Outstanding Woman Award  
 03/2023 – Merced County Hispanic Chamber of Commerce, Women's History Award Recipient  
 12/2022 – Hope for The Warriors Scholarship Award  
 11/2020 – Central Valley Latino Leadership Academy, Graduate  
 10/2019 – The Quiet Rotarian Award, *Recognized for providing exemplary leadership without outward fanfare*  
 8/2019 – American Legion Auxiliary – Connie Settles Fellowship Award  
 7/2019 – Disabled American Veterans Fellowship Award  
 3/2019 – Merced County Hispanic Chamber of Commerce, 2019 Latina of the Year award  
 6/2016 – Georgia Military College, Faculty Member of the Year for 2016  
 6/2012 – United Way of San Antonio, TX, Volunteer of the Year – Military Individual Nominee  
 5/2012 – Fort Sam Houston Volunteer of the Year Award  
 5/2011 – President of the United States Volunteer Service Award

### **Service**

#### ***University Service – University of California, Merced***

Chancellor's Advisory Committee on the Status of Woman (CACSW) (Aug 2023 – May 2024)  
 Committee on Academic Planning and Resource Allocation (CAPRA) (Aug 2023 – May 2024)  
 Graduate Dean's Advisory Council on Diversity, (2023-2024 & 2021-2022)  
 Equity & Justice Advisory Board, (2021-2022)  
 Graduate Student Association, (2020-2021 Solidarity Officer)  
 Graduate Student Conflict Resolution Infrastructure (CRI) Workgroup, Graduate Student Representative (2020-2021)

#### ***Community Service***

Veteran Studies Association, Executive Board Member (2025-Present)  
 Golden Valley Health Center Foundation, Board Member (2025-Present)  
 Cub Scouts Pack 96, Club Volunteer (2023 – Present)  
 Lancers 4-H, Club Volunteer (2023 – Present)

Merced County Veterans Memorial Building Committee, Board Member (2017-Present), *Former Chair 2017-19*

American Association of University Women (AAUW), Member

American Legion Auxiliary, Post 83, Member, (Girls State Unit Chair 2022-2023)

California American Legion Auxiliary, California Girls State Volunteer, 2022 - Present

Association of the United States Army (AUSA), Member

Disabled American Veterans (DAV) Auxiliary, Member

Friends of the Merced County Library, Member

Court Appointed Special Advocates (CASA) of Merced County, Board Member (2020-2023)

Profile

Keirah

First Name

A

Middle Initial

Jones

Last Name

University of California

Employer

University Affairs, Vice Chair

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)

☒ Yes

☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)

☒ Yes

☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)

☒ Yes

☐ No

Which Council district do you live in? \*

☒ District 4

Are you currently serving on a Board or Commission? If so, please list:

No

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

Highest Level of Education Completed: \*

☒ High School Graduate

☒ Some College, No Degree

Keirah A Jones

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I am 18 years old and a current student at UC Merced. I double major in Political Science and Cognitive Science with a minor in Psychology. I am very passionate about advocacy and overall making impactful change, I don't like to just talk about my plans/goals but put things into action to accomplish said goals. My determination can often be described as unmatched. I am very familiar with Merced's zoning policy and what that looks like currently. I am also up to date on the commission meetings, so I am aware of what is currently going on. With this, I want to be part of this commission because being a new resident in Merced; I am aware of what works in other cities and what many claim Merced lacks. I see so much potential in Merced and with the right leadership and passion within this commission, Merced can and will fulfill said potential. I bring fresh perspective and am very passionate about making this city great and can do a lot within this commission.

**Please list your current employer and relevant volunteer experience.**

I am currently employed with the University of California as their University Affairs Vice Chair, I attend each meeting and take meeting notes. In regards to relevant experience, I have worked closely with the UC Merced physical operations, planning, and development office this past year to ensure UC Merced has a promising future for its students which firsthand begins with campus structure as environment plays an important role in students' productivity. I have interned under the former Congressman John Duarte which has helped to be well-acquainted with the city policies and zone ordinances.

**What is your understanding of the roles and responsibilities of this Board or Commission?**

I understand under this role I am required to be acquainted with the city zoning and ordinances, history of the city and protecting said history, I am also required to attend meetings on the 1st and 3rd Wednesdays of every month and I am required to follow all policies and complete an ethics training. Overall, this is a commitment that impacts the people of Merced and it isn't a responsibility meant to be taken lightly.

**Do you have experience or special knowledge pertaining to this Board or Commission?**

I do not have any physical experience with this commission, however, I have reviewed every meeting thus far and viewed each agenda. Meaning I am caught up on current action within this commission.

**Any other comments you would like to add that may assist the City Council in their decision?**

I understand my being 18 can be a cause for concern, however, I want to once again reiterate my dedication to this commission and passion for the projects handled within this commission. I am an extremely dependable and actionable person and strive for not mediocrity but excellence in any position I am responsible for. My professionalism is outstanding and my attention to detail will bring much preciseness to all planning, review, and amendments for this city. I will surpass your expectations and do what is best for this city! I ask that you entrust me with this position and don't let my age be a deciding factor for me. Thank you for your time.

[Job Resume\\_2\\_.pdf](#)

Upload a Resume

**Requirements**

Question applies to multiple boards

**AB 1234 Ethics Training**

☒ I Agree \*

Question applies to multiple boards

**Attendance Policy**

☒ I Agree \*

Question applies to multiple boards

**Statement of Economic Interests - FPPC Form 700**

☒ I Agree \*

Question applies to multiple boards

**Oath of Office**

☒ I Agree \*

Question applies to multiple boards

**Public Scrutiny**

☒ I Agree \*

Question applies to multiple boards

How did you hear about this vacancy? \*

☒ Other

If you selected other, please indicate how you learned about the vacancy:

District 5 Council member instagram

Demographics

Ethnicity

☒ African American

Gender

☒ Female

Date of Birth

Submission

I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.

KJ

# Keirah Jones

College Student, University of California  
Student Association Vice Chair

## OVERVIEW

I am a second-year college student attending UC Merced. I am very involved on campus highlighting student voices and organizing the necessary meetings to assure students are being taken serious by Admin. I have worked with a multitude of policy makers marking professionalism to be extremely high and organization skills to be impeccable.

## EXPERIENCE

**California Teaching Fellows**      02/2025 - Present      Tutor

- Created lesson plans for students TK-4th
- Supervised and taught students lessons that involved Math, Writing, Art, and Science

**University of California, Merced**      08/2023 - 10/2024      Digital Marketing Asst

- Create graphics for university social medias to promote deadlines and campus activities
- Create videos such as TikTok(s) for university social media to promote campus events and notify students of upcoming deadlines
- Brainstorm various ways to increase student participation in activities on campus



- Edit videos and pictures for rufusbobcat social medias

**University of California, Merced**      05/2024 - Present      External Vice President

- Lead and directed external team to organize on-campus events, host workshops, and schedule meetings with legislative leaders
- Booked Hotels, transportation, and meals for weekend travel for UCSA board meetings for my team and I
- Hosted board meeting on campus where I organized sound, projectors, reserved a space, while planning and booking food for UCSA delegates
- Met with congressman to discuss housing initiative for students in Merced, CA and making housing more accessible to them

**Congressman John Duarte**      05/2024-11/2025      Intern

- Scheduled meetings and organized Congressman schedule
- Participated in door-knocking to recruit voters and collect data and voter-issue focus
- Reported and organized data for Congressman campaign
- Tabled at events for Congressman campaign
- Attended weekly meetings to discuss finding and propose promotion tactics to sway voters

## **EDUCATION**

### **Edison High School**

2020 - 2023      High School Diploma

### **University of California, Merced**

2023 - Present    Pursuing Bachelor's Degree

- Majoring in Political Science and Cognitive Science w/ a minor in Psychology

## **SKILLS**

Photoshop / Canva / Google / Microsoft Word / Google Docs / Spreadsheet / Planning / Policy Drafting / Leadership / Time management / Adaptable / Problem-solving / Project management / Teamwork / Empathy / Decision making / Leadership / Attention to detail / Critical Thinking / Customer Service / Organization / Graphic Design / Negotiation Skills / Marketing / Public Speaking / Advocacy / Teaching