

Application Form

Profile

Office Use Only:

Ward 2

Which Boards would you like to apply for?

Community Police Review Commission: Submitted

Ms./Mr.

Ms

Leni

First Name

C.

Middle Initial

Zarate

Last Name

[Redacted] Home Address

Suite or Apt

riverside City

CA State

[Redacted] Postal Code

Home: [Redacted] Primary Phone

Home: Alternate Phone

[Redacted] Email Address

Riverside County Business and Community Services Employer

Special District Administrator Job Title

Business Address

[Redacted]

Business Phone

[Redacted]

Length of residence in City of Riverside

49 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.
Applications may be screened on the basis of information submitted with this form.
You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I believe an effective leader plays an important role in establishing and maintaining the City's image. Anyone doing business or living in the City should help keep that image, as well as, establish and conduct business accordingly. I believe I do both. I am a Riverside resident and have the best interest for the City and its image. As a 3rd generation Riverside, I love Riverside and share Riverside Pride! As a citizen and business leader, I believe that the Community Police Review Commission is not as effective today as when it was created. I have spoken with several members that were critical in establishing this commission as a result of the Tyisha Miller. Rather than complaining and expecting change, I want to be part of establishing improvements. We need to continue transforming our existing commission as times change and build confidence in our Police Department. I want to serve as a commissioner for the City of Riverside Community Police Review Commission.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I currently work for the Riverside County managing more than \$20M annually in special assessments/taxes. I form assessment districts and Community Facilities Districts that enhance quality of life for each community within the County. This requires judgement, understanding, and relationships within each community. Prior to this I worked as Psomas' Regional Manager and Director managing 7 teams within civil engineering. Our company believes in balancing the natural and built environment. I also worked for Albert A Webb Associates for more than 18 years serving local municipalities such as City and County of Riverside, City of Menifee, Eastern Municipal Water District, City of Jurupa Valley, City of Temecula, Rancho California Water District and several others that have helped me understand local government and how to do business with many different agencies. Additionally, I serve as either the Chair or Vice-Chair for many associations that are focused on Riverside being the best city (see below for a list of Civic and Community Experience). Regardless, if I am working with foster children, homelessness, students, or the Greater Riverside Chamber of Commerce, I represent an economic engine and have the experience to establish tough decisions that will help our City.

EDUCATIONAL BACKGROUND:

Some college and many hours of direct business classes thru UCR and UCLA.

OCCUPATIONAL EXPERIENCE:

More than 31 years managing municipal clients establishing infrastructure, maintenance, and fee-based districts to help promote strong development in Southern California, AZ, and UT.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

Municipal Managers Association of Southern California (MMASC) California Society of Municipal Finance Officers (CSMFO) Committee of Assessment, Special Tax and Other Financing Facilities (CASTOFF)
Greater Riverside Chamber of Commerce

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Greater Riverside Chambers of Commerce - 2006-present Leadership Graduate-Class of 2010 Chair, Riverside Ending Homelessness Chair, SWAN Foundation Member of The Raincross Group Big Sister of the Year for Big Brothers and Big Sister of the IE Court Appointed Special Advocates for Children Past-Chair, Human and Social Services Day, Chamber's Leadership Program Projects: RUSD LCAP - Local Control and Accountability Plan City of Riverside Sign Code Review Committee Co-Founder of Riverside Citrus Classic Bike Ride (5 Years) Past-Chair, Path of Life Ministries, Poverty Alleviation Past-Chair, Business Education Partnership Economic Development Council

- COMMISSION ON AGING
- AIRPORT COMMISSION *
- BUDGET ENGAGEMENT COMMISSION
- COMMUNITY POLICE REVIEW COMMISSION
- CULTURAL HERITAGE BOARD *
- COMMISSION ON DISABILITIES
- BOARD OF ETHICS
- HUMAN RELATIONS COMMISSION
- HUMAN RESOURCES BOARD
- BOARD OF LIBRARY TRUSTEES *
- METROPOLITAN MUSEUM BOARD
- PARK AND RECREATION COMMISSION *
- PLANNING COMMISSION *
- BOARD OF PUBLIC UTILITIES *
- TRANSPORTATION BOARD *

*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

Question applies to Community Police Review Commission

COMMUNITY POLICE REVIEW COMMISSION

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally give their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

Question applies to Community Police Review Commission

Have you ever been convicted of a felony or misdemeanor?

Yes No

Do you have basic computer skills?

Yes No

NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If “Yes”, please state position:

Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit RiversideCA.gov/city_clerk for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

Upload a Resume

[Lz_resume_pg_1_and_2.pdf](#)

Additional document(s)

How did you learn about the Board and Commission vacancies?

Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

LENI ZARATE

Objective:

Obtain a position with a company that allows me to utilize 30 years of experience in special district financing. As a highly motivated individual with a strong background in leadership roles, I want to handle critical situations within a cohesive team that helps a company succeed.

Summary of Qualifications:

- Create, form, and administer Special Districts such as: Community Facilities Districts, Benefit Assessment/Infrastructure Districts, County/Community Service Areas, Lighting and Landscaping Districts, Mello-Roos Bond Pool Districts, and Assessment Districts
- Expert in interpreting, implementing, and researching federal, state, and local legislation and regulation including but not limited to the Government Code, Street and Highways Code, Revenue and Taxation Code or City and County policies such as Riverside County Policy B-12
- Outstanding success in building and maintaining relationships with public and private investors, key public leaders, community decision makers as well as with various organizations, cities, counties, and other government agencies
- Lead, direct, and coordinate multiple teams with successful outcomes
- Dedicated to collaborative and cooperative accomplishments while developing efficiency to maintain or exceed budgets
- Strong analytical and forecasting skills with an emphasis on strategic planning, creative solutions, and management.
- Develop and coordinate business development plans to improve growth, retention, and expansion, addressing barriers to economic growth during 4 separate and very different recessions
- Supervisor and review the budget of \$54 Million annually related to direct property levies
- Skillful in leadership, coaching, recruiting, delegating, and providing conflict resolution
- Supervise the annual enrollment of hundreds of special districts that include more than 800,000 parcels enrolled annually
- Serve as a consultant for a variety of public municipalities including but not limited to: Riverside County Executive Office, City of El Monte, Castaic Water District, City of Santa Ana, City of Riverside, County of San Diego, Pinal County/AZ
- Formed more than 200 financing districts and assisted in the bond sale of approximately \$520 Million in local infrastructure and public safety improvements which promotes economic development

Experience:

Special Districts Administrator RIVERSIDE COUNTY, Nov 2016-Present

Riverside, CA

Amber Jacobson, Deputy Director

- Supervise staff ensuring all tasks are completed with accuracy while meeting specific timelines

- Manage all aspects of formation and administration of County Service Areas and Community Facilities Districts including but not limited to preparation of Engineer's Reports, Community Facilities District Reports, Rate and Method of Apportionments, prepayment calculations and disclosure reports according to prescribed guidelines
- Developed proprietary software system for the management of all parcels including but not limited to GIS, amount levied by year, delinquencies, and tax data information
- Review all deliverables for adherence to standard operating financial data

Director of Special District Financing, PSOMAS, July 2005- Nov 2016

Vice President, PSOMAS, Sept. 2006-Nov. 2016

Regional Office Manager, PSOMAS, Oct. 2006-Sept. 2015

Los Angeles, CA

Steve Margaroni, CEO/President

- Maintain work performance on multiple projects and resource/role model to teams
- Provide all necessary direction, supervision, coordination, and follow-up on work ensuring quality standards, efficiency, and client satisfaction
- Establish all fee proposals and negotiated contracts
- Perform presentations to Psomas Board, City Councils, and public outreach meetings
- Responsible for administration, planning, present, monitoring and evaluating the performance of the company's Riverside office as appointed by Psomas' Board of Directors an Associate and Regional Director of 7 departments

Senior Project Manager, ALBERT A. WEBB ASSOCIATES, April 1989- July 2005

Riverside, CA

Matt Webb, CEO/President

- Project Management
- Planned, organized, and managed resources to provide excellent service to clients in the areas of administration, consulting, and formation of special districts
- Perform complex financial analysis and reporting functions
- Create and maintain reports, plans, and timelines to meet strict deadlines in reporting regulations
- Prepared tables for official statements, engineer's reports, rate and methods of apportionment, prepayment calculations and disclosure reports according to prescribed guidelines established by the Government Code, Streets and Highways Code, Revenue and Taxation Code, Prop. 218, etc.
- Created, monitored, and evaluated district budget cash flows for appropriateness ensuring fiscal solvency and accountability

Education/Training:

UCLA, Los Angeles, CA

UCR, Riverside, CA

RCC, Riverside, CA

PSMJ Project Management

HR Conflict and Sensitivity

Subdivision Land Map Act

Fundamentals of Land Secured Financing

Mello-Roos and Assessment District Financing

Public Relations

Gen Ed

Situational Leadership

Mandeville Techniques