



DISTRICT 2 CITY COUNCIL APPOINTMENT APPLICATION FORM

Thank you for your interest in applying for the appointment position of District 2 City Councilmember. Please complete the form in full, including the corresponding supplemental questionnaire.

Applications are due by January 20, 2021 by 6 p.m.

If completing the form by hand, please print clearly. Please submit your complete application to the City Clerk's Office at City Hall or by email:

DROP OFF: Office of the City Clerk, 300 W. Third Street, 4th Floor, Oxnard CA 93030
EMAIL: cityclerk@oxnard.org

For questions about the application, please contact the Office of the City Clerk at (805) 385-7803 or via email at cityclerk@oxnard.org.

SECTION I: CRITERIA

Name: Tai Marya Hartley Date of Birth: [redacted]

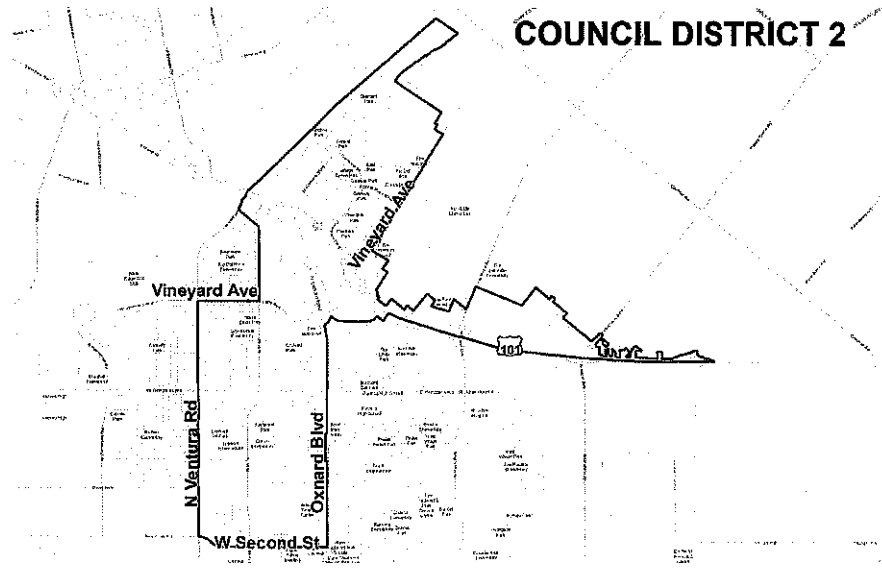
Address and Zip Code: [redacted] Oxnard, CA 93036

Oxnard, CA 93036

Registered Voter: Yes [checked] No [ ] Email Address: [redacted]

Council District No.: 2 \* (View online at https://arog.is/jDP. A District map is also included below.)

\* Appointment candidates must live in District 2.





SECTION II: SUPPLEMENTAL INFORMATION

1. Please describe your community activities in which you are or have been engaged in Oxnard. Include the organization, your role, a brief description of your activities, and your dates of participation:  
*(If more space is needed, please continue on a separate page.)*

2018 to Present  
Chair, Riverpark Neighborhood Council

As Chair, I have sought out to engage with the community and keep them informed about significant City of Oxnard issues. I have ensured residents are made aware of topics of concern, through facilitating neighborhood meetings and social media platforms. Coordinate community events (pre-COVID) and assist residents with issues for resolution, through the City or HOA. Most notably, we have one of the largest Oxnard neighborhood groups on Facebook. When feasible I host virtual meetings in this unique COVID environment, seek out agenda items, coordinate schedules and provide updates. I respond immediately and efficiently to issues in my area often working with city staff.

2020 to Present  
General Member of the Oxnard Inner Neighborhood Council Organization (INCO) Bylaws Committee

Committee was re-established in 2020. Focused on developing standards and best practices how neighborhood council leaders interact with the community. Working towards developing support plans for the City to provide guidance and strategies how to use their leadership to advocate community challenges.

2020 to Present  
Board of Directors, Secretary for the Riverpark Community Association

Participant since 2019, elections resumed in 2020. Association consists of over 1,800 homes. Joined the board to ensure community is well maintained and vendors are held accountable. Opportunity to work with homeowners to resolve community matters.

2017 to Present  
Board of Directors, Secretary for the Trellis Neighborhood Association

Oversee budget, ensure residents are made aware of topics of concern and how to direct homeowners to the best course of action to resolve matters.

2021 to Present



## DISTRICT 2 CITY COUNCIL APPOINTMENT APPLICATION FORM

2. Please state why you would make a good representative for District 2.  
*(If more space is needed, please continue on a separate page.)*

~~The commitment to the City council and residents is not a part time role, it requires~~ continuous dedication and ability to interact with the community on many levels. Several years ago when I decided to get involved in local politics it was because I was at a point in my life and career I had the time to dedicate and still do.

I am actively involved in community affairs as the Riverpark Neighborhood Council Chair. My dedication to this role includes keeping the community aware of key safety issues and engaging with our local Fire and Police team.

Ultimately it's not just my availability to commit, it's my background with all the neighborhoods and understanding the challenges. Riverpark is my current home however I have lived in many different neighborhoods in Oxnard throughout my life and understand the challenges, Rose Park, Colonia, El Rio and Central Oxnard face.

I'm also very aggressive when seeking resolution. When problems arise, we need to own it, by identifying the disconnect, fixing the problem, and when necessary ensure people and entities are held accountable. I believe residents deserve no less.



## DISTRICT 2 CITY COUNCIL APPOINTMENT APPLICATION FORM

3. Please discuss any experience you have with policymaking, legislation, budgeting or other related experience. This can include the private, public or non-profit sector.  
*(If more space is needed, please continue on a separate page.)*

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My experience with policy making and budgeting comes from serving on multiple HOA boards, work environment and serving on committees. The need to understand infrastructure is also crucial. I make the effort to understand the process, identify the disconnect then start implementing solutions.

Experience with the HOA boards allows me oversee how our accounts are managed, how funds are allocated and also ensure vendors and homeowners are held accountable. This also allows for opportunities to work with homeowners to ensure their needs are met for services they pay for.

I currently serve on the INCO Bylaws committee. This allows the chance for me to voice for changes and support from personal experience how the City can support the Neighborhood Councils and how the Neighborhood Council leaders can provide the best service to the community while maintaining the appropriate legal boundaries. Additional experience with policymaking comes from my years of professional work experience with major healthcare organizations.



## DISTRICT 2 CITY COUNCIL APPOINTMENT APPLICATION FORM

4. How would you approach constituent service for District 2?  
*(If more space is needed, please continue on a separate page.)*

Working with residents and Neighborhood Council leaders is critical to understand all the challenges and hardships of the community that directly impact residents.

My engagement wouldn't stop short with residents, this would include all government sectors, unions and entities within the City. I understand the vacancy is for District 2 however multiple matters with concern affect Oxnard as a whole, so it is critical to be available to work with these groups. It is important to build a large contact network so that there will be more resources to work with and to find solutions to problems that arise. It is likely others have encountered similar issues before, and can learn from those experiences.

I will work to let all residents know they can reach out to me, whether or not they live within District 2. Listening is important, but that alone doesn't solve problems. I will work within council policy to try to help residents resolve issues and follow-up so their concerns don't just fall through the cracks. Residents want responsive representatives that understand their needs and concerns and I will take action when I can.

5. How would you approach balancing City-wide needs with District-specific needs?  
*(If more space is needed, please continue on a separate page.)*

There will be matters that will be unique to District 2, and that is an opportunity for me to step up and continue to work with my home team. Then there will be other situations that affect us all, and city-wide engagement is needed to understand and work towards solutions. It's critical to maintain relationships with the key leaders and representatives in regards to homelessness, jobs, housing, business development and youth outreach, just to name a few. Maintaining relationships also requires being professional even when we may have disagreements.

I want quality of life for all residents, not just those in District 2. At times issues will arise that don't have much impact on District 2 but greatly impact others. It is important for us to imagine walking in their shoes and remember how helpless it can feel to be paying taxes to the City but not be the decision maker who can address a problem. I think the south side of town and Colonia really deserve better quality streets. I think the harbor neighborhoods deserve attention to their water quality issues. Downtown residents and businesses need us to be concerned about the impacts of homelessness on their properties. I pledge to be as concerned about the other districts as I am about mine. All residents deserve a safe, clean, and functional town so we can all be proud of where we live.

**DISTRICT 2 CITY COUNCIL APPOINTMENT APPLICATION FORM**

**SECTION III: EDUCATION AND EMPLOYMENT HISTORY**

Please include a brief background on your education and employment history. You may also attach a copy of your resume for this purpose.

\*3 page resume attached\*

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**I attest that the information in this application is true and complete to the best of my knowledge.**

Signature Tai Hartley

Digitally signed by Tai Hartley  
Date: 2021.01.19 22:48:42 -08'00'

Printed Name Tai M. Hartley

Date January 19, 2020

# TAI HARTLEY

## Administrative Professional

### CONTACT

PHONE:

WEBSITE:

[www.linkedin.com/in/tai-hartley](http://www.linkedin.com/in/tai-hartley)

EMAIL:

### AREAS OF EXPERTISE

Microsoft 365 Applications

Outlook

Word

Excel

PowerPoint

Project

SharePoint

SKYPE

Workday

eFinity

Concur

Adobe Editor

Fieldglass

PeopleSoft

Taleo

TechDirect

WebEx

Polycom RealPresence

BOX

### EXPANDED SERVICES AND ROLES

Commissioned Notary

Elected Riverpark Community

Chair

City of Oxnard

Inter-Neighborhood Community

Organization (INCO)

Bylaws Board Member

City of Oxnard

### PROFILE

Seasoned professional with over 15 years of high-level administrative experience. I offer proven expertise in executive assistance, professional communications, and successfully executing time-sensitive assignments. I understand the complexities and procedures necessary to manage the daily operation of an executive(s) and the teams that support their organizations.

### CAREER HIGHLIGHTS

- Extensive Outlook skills: complex calendar management, maintain distribution lists, shared mailboxes & calendars, Rules and Action functions
- Proficient with reporting & tracking tools, and document management and creation utilizing Box, SharePoint, among many company resources
- Strict attention to detail, strong critical thinking and organizational skills
- Ability to quickly adapt to new process and procedures and aid implementing to team members
- Excellent professional communication and customer service skills; written and verbal
- Extreme sensitivity to handling confidential matters
- Resourceful with planning large company functions using internal and external resources
- Knowledgeable with coordinating complex travel (domestic/international)
- Gatekeeper and primary liaison to external partners, vendors and guests
- Familiar with the Talent Acquisition process, screen, schedule and host
- Maintain office inventory, technology and standard supplies



**Amgen, Thousand Oaks, CA**Apr 2017 – Dec 2019**Administrative Coordinator**

Provided administrative support for two Executive Directors and their supporting teams (100+ associates and contract workers) in Final Product Technology. Daily responsibilities include, complex executive calendar management for lead executives, and monitor shared team calendars and mailboxes. Team support includes educating associates on travel process and procedures and related expense processing to maintain compliance to stay within managed budget.

Additional responsibilities included assisting department leads with coordinating logistics for talent acquisition; schedule interviews, escort and facilitate company tours to highlight company provided amenities. Working with managers and team members to utilize training tools to ensure company and industry compliance.

**Hart Agency (Amgen) Thousand Oaks, CA**Nov 2014 - Apr 2017**Administrative Coordinator III**

Provided administrative support to a newly deployed department supporting multiple Design Directors and development team for Amgen's Development Design Center (DDC). Team consisted of an Executive Director and 16 supporting managers and directors. Primary responsibility was to maintain restricted conference room with technology exclusive to Amgen and the DDC. Team support focused on facilitate complex meetings related to the clinical trial process and orient new associates with team's procedures and resources, create and manage surveys focused on team's facilitation of the design process.

Primary point of contact for the department to manage and process purchase orders and invoices. Including onboard new vendors and maintain relationships with current ones to maintain/fulfill contracts as needed. Additional responsibilities also involved coordinating internal training sessions facilitated by external vendors and educating other department admins to complete the process. Other general department duties included being the administrator to multiple team SharePoint sites and tracked and manage department expenses, travel budget and procurement.

**Ultimate Staffing (Dignity Health, St. John's Hospitals) Oxnard, CA**Mar 2014 - Nov 2014**Assistant to Vice President/Executive Assistant**

Provided executive support to the Vice President, Chief Operating Officer that oversaw Dignity Health hospitals in Ventura County. Day to day activities consistently involved complex executive calendar management, overseeing presentations, coordinate logistics for steering committees, board meetings and hospital expansion projects to ensure hospital accreditations are fulfilled as required to maintain a quality reputation. Acted as the primary liaison between executive leadership team and hospital staff.

Support for the leadership team involved managing weekly/monthly reports to track and measure patient quality, confidential associate matters and department expenses. Prepared memorandum to address associate matters, and patient experience. Also facilitated large events focused on team building, associate recognition and physician ceremonies.

**Sunrise Systems (Amgen) Thousand Oaks, CA**

Feb 2012 - Feb 2014

**Administrative Coordinator III**

Provided administrative support to multiple program directors, senior managers and support teams in Global Study Management. Team consisted of 2 Directors, 16 Program/Study Managers and 20+ team members. Daily tasks involved track and distribute program study materials, coordinate team projects, manage procurement requests, document management, utilizing EDM and EPIC. Responsible for maintaining individual and team calendars and mailboxes.

Consistently provided support to multiple teams (remote workers) with travel arrangements utilizing Concur and other external resources and prepared and process expense reports to reconcile related to expenses. Additional tasks included, initiating purchase orders, process invoices, coordinate meetings logistics, prepare presentations, compile and distribute project reports. Director level involved complex calendar management, travel and expense processing, talent acquisition.

**Bank of America Home Loans (Legacy Countrywide Home Loans)**

Apr 2007 - Sep 2011

**Executive Assistant III and Fulfillment Site Coordinator**

Provided administrative support to the Vice President of Retail Fulfillment and 5 Assistant Vice Presidents in a large mortgage processing facility, including 75+ frontline associates. Primary responsibilities involved daily support for the Vice President and second role, acting site leader/internal project manager.

Daily VP support consisted of calendar management, acted as a liaison with sales partners and senior management, gathering and compile pipeline data to distribute production reports to executive team. Ongoing tasks involved assisting with, sensitive personnel matters, client records, compliance focused trainings, maintain associate records and inventory among other complex tasks. Assisted executive team with meeting presentations, talent management, selection of talent acquisition and team building and milestones, general proxy assignments and delegated duties. Common tasks included associate personnel updates, production reports and address associate personnel matters, coordinating activities for the site, on boarding new associates.

Secondary role as the designated site lead to track and manage client escalations, technology inventory, industry training related to address compliance procedures, fulfilling facility requests, quality control, site expenses, budget allocation and site security.

**Select Personnel (Countrywide Home Loans)**

Nov 2005-Apr 2007

**Administrative Assistant I**

Assisted the Regional Sales office with operational support for the region. Daily responsibilities involved maintaining multiple executive schedules, compiling sales and production reports for multiple sales offices and regional operations locations.