

## Applicant Information

---

Name	Charles Appleton
Address	[REDACTED] [REDACTED]
Email	[REDACTED]
Cell Phone	[REDACTED]
Occupation	Engineering Operations Manager
Employer	CBRE

---

## Questionnaire

---

Have you lived in the City of Northglenn for at least 12 months?	Yes
Are you a registered voter?	Yes
Are you aware of the time commitment for serving on Council and will your schedule permit your regular attendance at meetings?	Yes
Are you related to any employee, appointee, or elected official of the City?	No
List your skills, abilities, related volunteer community service and interests relevant to the City Council position.	My education in project management will be very beneficial to me in this role for prioritization and organization of large projects. This training also has given me tools on how to work with others from a variety of backgrounds, and the ability to consider all perspectives. I am also passionate about sustainability preparing for future needs, so I would love to contribute to sustainability in Northglenn.
Why do you want to be appointed to City Council?	After living in this community for almost four years I have developed an interest in local government and helping make a difference in my community. I believe bringing in fresh perspectives are always a great way to enact positive change for the community.

---

**How will your education, training, experience, and knowledge of the community make you a suitable candidate to serve as a member of the City Council?**

I have a varied background that all contributes to why I would be an excellent candidate for City Council. I was a nuclear mechanic in the Navy for six years, my service taught me mental fortitude, problem solving skills under stressful decisions, and the ability to work with others from varied backgrounds. After my time in the military I chose to go to College, since then I have received a bachelors degree in physiology and a masters degree in engineering management. My education has taught me how to build a psychologically safe work environment, how to problem solve and accommodate my management style to a variety of personalities, and a continuous improvement mindset. I also have excellent attention to detail, and will strive to help make the processes within this community the best they can be.

---

**In your opinion, what are the most important issues facing the City and how would you propose they be addressed?**

I believe sustainability is an important issue facing our community. Addressing and updating elements like waste water management, renewal energy solutions, park management and wildlife efforts like supporting the pollinator population are all excellent ways to address sustainability and set the city up to be prepared for issues that may come up in the future.

---

**What vision do you have for the City of Northglenn?**

I foresee this city growing just like every other city on the outskirts of Denver, but my family hopes that Northglenn can maintain its character. Although it is so close to large cities, it feels like a community where a lot of young families get their start, mine included. However I believe that there are a lot of projects that can continue to improve our community while maintaining its character. That includes prioritizing renewal energy projects and environmentally friendly practices. Community resources for young families, including child care, community resources, etc. Supporting small business and entrepreneurship, especially with businesses that encourage more community engagement. And striving to maintain community diversity by addressing affordable housing.

---

**In reviewing the City's 2022 Budget, what are you most excited about and why?**

It is exciting to see how much of the budget is focused on water. Water sustainability is a passion of mine, and seeing items like storm water drainage improvements, and filter to waste operations are encouraging to see being made a priority. I believe water access and sustainability is going to be one of the greatest challenges the world will face in my lifetime, so having water be a focus where my family lives is important to me.

---

**If the Council is debating an item that is, for you, a particularly strong emotional issue, how would you maintain your objectivity?**

I believe it is important to see all sides of an argument. Something that seems black and white to me may be something very different from someone else's perspective. Being on the City Counsel means that we are there to represent the whole community, not just my interests, so I believe maintaining objectivity and hearing all sides of an argument is an essential part of the job description,

---

## Supplemental Information

---

**Please provide any additional information or statements that may assist City Council in giving your application the fullest consideration. You may also attach a resume, letter of interest, community support letters, letters of recommendation, or other supplemental information down below.**

I am passionate and the community where I will raise my children and want to find ways to improve the community for all while maintaining its history and small town feel. I believe in the importance of small business and entrepreneurship and how investing in those will support other goals like community engagement and an overall feeling of camaraderie.

---

**Supplemental Document**

<https://northglenn.formstack.com/admin/download/file/12614483331>

---

**What is the supplemental document you are submitting?** Resume and cover letter

---

**What is the second supplemental document you are submitting?** Cover letter is attached to resume

---

**Signature**



# Charles Appleton

Greetings!

I recently finished my masters in the Lockheed Martin Engineering Management Program at University of Colorado and am excited to put my skills to use!

My passion for leadership began early in life through my participation in team sports. Your actions impact your team members. My skills in conflict resolution, camaraderie, leadership, and discipline all stem from my participation in sports from an early age. I attribute my ability to develop trusting relationships with people from a variety of backgrounds to my submarine experiences. I am still focused on improving these skills today through my day-to-day-work. Through my years of experience I have learned that my skill-set and passions revolve around helping others excel. My goal as a people manager is to create a safe environment where issues can be raised and problems can be solved in a timely manner. Creating trusting relationships with my team will provide the framework necessary to help them become their best self. Whether at work or at home I want to make sure that they can rely on me to aid them in their growth.

My experience in the Navy taught me to thrive in ever-changing situations. As the engine room supervisor, I made sure that every temperature and pressure was within spec. This was accomplished by thoroughly training my watch team to have an objective mindset and to question any changes that you notice. Emphasizing trend analysis and making objective observations of your surroundings will ensure that you've put your team in the best position to keep your equipment and production line continuously operating.

I believe my experiences and education will make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background, as well as the requirements for individual roles.

Best Regards,

Charles Appleton

# Charles Appleton

## Expertise

Quality Assurance  
Technical Writing  
Project Management  
Continuous Improvement  
Trend Analysis  
Training

## Skills

Clear Communicator  
Attention to Detail  
Collaborative  
Reliability  
Authenticity

## Education

**M.E. – Engineering  
Management**

*CU – Boulder*  
2019–2021

**Naval Nuclear  
Power Program**

*US Navy*  
2006–2008

**Quality Assurance  
Officer Certification**

*US Navy*  
2011

## Summary

I am a recent graduate from Lockheed Martin's Engineering Management Program at University of Colorado and I am excited to showcase my hard skills in Lean and Agile management, project management and finance. However, what makes me the ideal candidate is my servant leadership model that focuses on empowering my team and providing insight and resources when needed. I take great pride in the relationships I create throughout an organization and will work diligently to minimize turnover while maximizing profits and processes.

## Experience

**Roccor, LLC. – Commercial and Military  
Aerospace | May 2019 – Jan 2021 – Senior Technician**

- Managed project workload, with varied scopes and processes
- Mentored junior technicians and interns
- Conveyed complex information in terms easily understood by non-technical end-users
- Collaborated with engineers to find solutions to first-time problems
- Managed workflow to meet deadlines and increase efficiency
- Trained new team members in all aspects of product lines:
  - Process development
  - PV Solar Arrays
  - Hardware assembly and documentation
  - Test

**Boulder Brands USA | August 2017 – May 2019  
Lead Maintenance Technician**

- Managed a team of six technicians
- Trained in NFPA 70E and OSHA standards
- Promoted teamwork, communication and camaraderie within the organization
- Coordinated preventative maintenance and prioritized corrective work to improve efficiency

**United States Navy | November 2006 – November 2012  
Nuclear Submarine Engine Room Supervisor MMNI(SS)**

- Assisted watch standers in evolutions and casualty response
- Wrote detailed work packages with an emphasis in technical accuracy and safe maintenance practices
- Performed audits on in-process controls of preventative and corrective work