

EDUCATION/CERTIFICATION

- University of Redlands – MBA, Emphasis in Finance
- University of Redlands - B.S. in Business Administration and Management, Emphasis in Accounting
- Community Emergency Response Team (CERT) program Certificate

PROFESSIONAL/ COMMUNITY MEMBERSHIPS

- Governor’s Office and Planning Research- Integrated Climate Adaptation and Resilience Program (ICARP) Technical Advisory Council Member: <http://opr.ca.gov/planning/icarp/tac/>
- Bermuda Dunes Community Council Member- Riverside County: <http://www.rivco4.org/web/councils/index.html>
- United States Green Building Council (USGBC), Coachella Valley Chapter (2011-1014)

PROFESSIONAL EXPERIENCE

ENERGY & SUSTAINABILITY PROGRAM MANAGER (Current), MANAGEMENT ANALYST

Coachella Valley Association of Governments, Palm Desert, CA 92260

Aug. 2023-Current

(Previous) Nov. 2009-Oct.2013

Project Management:

- Inland Regional Energy Network (I-REN): Plans, organizes, oversees, coordinates, and manages the staff and operations of CVAG’s participation in the Inland Regional Energy Network (I-REN). A partnership between Coachella Valley Association of Governments, Western Riverside Council of Government and San Bernardino Council of Governments to provide energy saving programs to local government, educating the private sector on energy savings developed within the State’s building codes & standards while implementing programs to ensure that there is a trained workforce to support and realize energy efficiency savings goals across all sectors of the economy.
- Green for Life Project: Manage a \$4.91M (and \$160,000) grant to develop a regional and local green building policy with standards 15% above Title-24, including: a climate action plan; greenhouse gas inventories; facility benchmarking; commissioning and retro-commissioning policies; project website; and education and outreach to Elected Officials.
- Sustainable Community Strategy (SCS) and Regional Needs Housing Assessment (RHNA): Per State mandate through SB375 & AB32; managed and organized CVAG’s member jurisdictions’ growth forecast that establish the foundation for RHNA; and, strategize the implementation of an SCS in the Coachella Valley given inadequate public transit.
- 1st Coachella Valley Greenhouse Gas Inventory: With In-kind Partnership with AQMD, assisted and identified the appropriate protocols in the development of Regional and Local Community-wide Greenhouse gas Inventories in partnership with South Coast Air Quality Management District (AQMD).
- 1st Coachella Valley Water Efficient Landscape Ordinance: Due to State mandate AB1881, managed the implementation and development of a Water Efficient Landscape Ordinance that exceeded the State requirement.
- Schools By Design/ATP: Utilized a \$250k Caltrans Grant to establish a collaborative project that brought together local school district and government officials, county health specialists, parents, teachers, urban planners and engineers to develop a model that could be used by other communities for establishing safer routes to school. Provided strategy to develop a Regional Safe Routes to School Master Plan to assist cities in receiving grant awards from both Federal and State agencies.
- Tire Recycling Events: Utilize a \$89k and \$41k CalRecycle Grant to implement a Free Tire Recycling Events Grant for residents of the Coachella Valley to help CVAG’s members increase their diversion rates and help keep neighborhoods clean, healthy and the desert natural and pristine. Successful implementation in the projects first year resulted in the collection of 5,460 tires or approximately 83.51 tons diverted from local landfills.

CVAG Committee Responsibilities: Support Committee Chairs to develop and meet Committee goals and prepare agenda items necessary to meet regional objectives. Collaborate with city councilmembers from CVAG’s member jurisdictions and appropriate city staff to ensure city participation in local and regional projects and guarantee objectives were properly satisfied.

- Technical Planning Subcommittee (TPS): Expert in SB375 and provided key understanding of the legislation to Cities’ and County Planning/Community Development Directors. Developed key strategies to implementing Sustainable Communities Strategies (SCS) and managed CVAG’s regional RHNA growth forecast. Assisted CVAG’s member jurisdictions and water districts in the development of a Regional Water Efficient Landscape Ordinance that exceeded State mandated goal through AB1881. Completed the innovative Schools by Design project which required a Memorandum of Understanding from all Cities and School Districts to preplan new school site location and development to develop “Walkable schools” with the ultimate creation of a Safe Routes to School Master Plan. This project was

recognized by UC Riverside, Edward J. Blakely Center for Sustainable Suburban Development.

- Southern California Association of Governments (SCAG): Served as CVAG's Subregional Coordinator to assist the CVAG region with regional planning and implementing policies/legislation such as: AB 32 (Greenhouse Gas Inventories & Climate Action Planning), SB375 (Sustainable Community Strategies), RHNA and the Regional Transportation Plan. Administered monthly meetings with CVAG SCAG Representatives to address SCAG agenda items and its effect on the Coachella Valley.
- Desert Cities Energy Partnership (DCEP): A joint venture between CVAG, member cities, Southern California Edison, Imperial Irrigation District and Southern California Gas Company. This partnership assists the utilities with demand side management while increasing energy efficiency and decreasing utility expenses for Coachella Valley residents and local governments. Administer energy efficient lighting and pool pump as well as educating City Planning Departments on Climate Action Plans, Title-24 and Greenhouse Gas Inventories. Play key role in the development of an Edison Grant application that resulted in a \$4.91M award.
- Solid Waste & Recycling Technical Working Group (TWG): Coordinate efforts with member Cities and County related to AB 939 waste reduction and recycling goals. Projects include used oil recycling, development and implementation of a construction and demolition recycling model ordinance, and green waste reduction and recycling/reuse. In 2010 and 2011, successfully applied for two Tire Amnesty Grants through CalRecycle to implement Free Regional Tire Recycle Events.

ASSISTANT TO THE CITY MANAGER/INTERIM CONTROLLER/ACCOUNTING MANAGER

Nov. 2013-Aug. 2023

City of Coachella, Coachella, CA 92236

Assistant to the City Manager

- Public Information Officer: Provide local, regional and national news agencies with the City's official response by written communication or in-person interview.
 - Community Outreach
 - Performed City Outreach with CVAG, School Districts, Riverside County, South Coast Air Quality District, Local Universities, Non-Profit Organizations, and Water Agencies regarding programs, education, and/or grants.
 - City Newsletter- Oversee content, graphic design and production of the City Newsletter 'Coachella at Work'
 - Coachella History Book- Editor in charge of content, graphic design, and production.
 - Speech Writing and Presentation Preparation
- Committee Assignments: Imperial Irrigation District's Energy Consumers Advisory Committee, Manage Coachella's Library Programming Committee, Manage Coachella's Interfaith Alliance, Manage Coachella's My Brother's Keeper Initiative, Greater Palm Springs Convention & Visitor's Bureau-, CVAG's Climate Investments Ad Hoc Committee, Childhood Consortium, First 5 Riverside
- Grant: Management of Grants Division- Grants Research, Strategy, and Application Development of multi-million dollar awards. Provide and Supervise grant administration and reporting.
 - Most notable grant award- Affordable Housing Sustainable Communities \$15.5m multi-family housing with transit hub for downtown Coachella.
 - APA California Inland Empire 2020 Innovation in Green Community Planning Merit Award for the City's Transformative Climate Communities Plan.
- Legislation: Monitor, Analyze and Report on Federal and State Legislation.
 - Manage and Communicate with the City Lobbyist.
 - Development of Legislative Platform.

Interim Finance Controller

- Assume the full management responsibility for all Finance Department programs, services, and activities, including finance, treasury, accounting, purchasing, billing, business licensing, payroll and customer service activities which includes the City's Water and Sanitary District.. Helped City achieve the 2017 CAFR award.

Accounting Manager

- Plan, manage, oversee the daily functions, operations, and activities of the Accounting Division.
- Prepare and analyze a variety of financial reports, statements, and schedules, prepare new-year, mid-year and year end reports, including the State Controller's Report and Comprehensive Annual Financial Report (CAFR). Helped City achieve the 2013 and 2016 CAFR awards.