



City of Rialto

APPLICATION TO SERVE ON THE CITY COUNCIL

Please submit the completed application to the City Clerk's Office on or before Thursday, January 2, 2025 at 6:00pm.

CITY OF RIALTO
2025 JAN -2 PM 4:31
RECEIVED
CITY CLERK

Personal Information

Full name: Guadalupe Camacho Date: 01/02/2025

Address: --- Phone: ---

Street address	Apt/Unit #
<u>Rialto</u>	<u>CA</u>
<u>92376</u>	
City	State Zip Code

Email: ---

Are you registered to vote? Yes ☒ No ☐

Work Experience

Please list work experience for the past 10 years or please attach your resume.

Please see the attached resume.

Education

High school: Artesia High School Address: Lakewood, CA

From: 1984 To: 1988 Did you graduate? Yes ☒ No ☐ Diploma: H.S.

College: Cal Polytechnic University Pomona Address: Pomona, CA

From: 1997 To: 2001 Did you graduate? Yes ☐ No ☐ Degree: BS Mechanical Engr

Other: University of Colorado Boulder Address: Denver, Colorado

From: 2023 To: Present Did you graduate? Yes ☐ No ☐ Degree: Masters in Engineering

References

Please list three references.

Full name: Karla Lopez Del Rio Relationship: Current Supervisor

Company: CAP Riverside County Phone: _____

Address: _____ Email: _____

Full name: Shareef Awad Relationship: Rialto Resident

Company: Rialto Resident & Rialto Business Owner Phone: _____

Address: _____ Email: _____

Full name: Del Lewis Relationship: Rialto Resident

Company: I-Apply Academy Business Owner Phone: _____

Address: _____ Email: _____

Supplemental Questions

Please state the reason you want to be a Council Member.

The main reason I want to be a council member for my city is to serve my fellow residents, in collaboration with the council members, mayor, local leadership, residents and businesses for the specific purpose of improving the quality of life of all Rialto residents and businesses.

I would like to share my extensive experience and knowledge of internal government policies and procedures as well as local collaboration with various agencies, businesses and elected official, which I have gained over 20+ years of public services for various local governments and agencies within the Inland Empire. I have very sound and good public service judgment along with keen negotiating skills which would benefit our leadership council board collaboration and in turn translate to continued improvement and expansion of our City of Rialto.

The council board has done a great job expanding our local commerce with the wonderful development of the Renaissance in the northern part of the city and more currently the development in the southern region of the Rialto Marketplace, while working hard to maintain our logistics hub south of the 10FWY.

I realize that we as a city and residents face challenges and difficult decisions when guiding the development and growth of our city, but I do feel there is always a happy middle ground we can find in collaboration and compromise for the overall good of the city. As an engineering project manager for many local agencies in the IE, I have clear knowledge and first hand experience with finding that happy middle ground when there are various stakeholder positions that need to be taken into consideration and negotiated, but also my technical knowledge has taught me to rely on finding multiple options and bringing those options to the table for the group to make an informed and sustainable decision. I would love to contribute my knowledge and experience for the steady, positive and balanced growth of Rialto.

Have you served or volunteered for other community services? If yes, please explain.

Yes, I have served in various community advisory committees for Rialto, including:

- *The Budget Advisory Committee Member,
- *The General Plan Amendment Committee Member and,
- *Chair of the Complete County Committee for Rialto in 2019-2020.

I also serve currently as:

- *Treasurer of the League of Women Voters of San Bernardino Area, and
- *Committee Taxpayer Representative for the SBCCD Citizens Bond Oversight Committee.

Can you think of any reason a conflict may arise that would prevent you from serving?

There is no reason or conflict that would arise which would prevent me from serving.

Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____



Date: 1/2/2025

Guadalupe Camacho

2017 thru Current

Professional and Personal Recognitions & Achievements:

1998 - Current:	Various IE Cities and Counties; State of California and U.S. Federal Government Civil Servant Engineer and Manager
2024 - Current:	San Bernardino Community College District (SBCCD), Citizens Bond Oversight Committee Committee Taxpayer Representative Member
2024 - Current:	League of Women Voters, San Bernardino Area Board Member: Treasurer
2023 - 2024:	City of Rialto, City Focused General Plan Update Committee Committee Member
2022 - Current:	City of Rialto, Treasure's Office Deputy City Treasurer
2022 - 2024:	League of Women Voters, San Bernardino Area Board Member: Chair of Voter Services
August 2021:	Department of Commerce, U.S. Census Bureau Certificate of Recognition for exceptional service in support of the U.S. Census Bureau Field Directorate Community Partnership and Engagement Program.
February 2021:	City of Rialto, Council Board 2021 Jewel Award for my contribution to the Census 2020 high self-response rate throughout our region
December 2020:	Department of Commerce, U.S. Census Bureau Merit Based Salary Bonus Recognition for exceptional work performance and exceeding expected Self Response Rates throughout San Bernardino, Riverside and Imperial Counties
February 2020:	City of Rialto, Council Board 2019 Woman of the Year Award for my contribution and efforts to the city as Chair of the Complete Count Committee.
June 2017:	City of Rialto, City Council Budget Advisory Committee Committee Member

Employment Experience:

I am responsible for:

02/24 Current **Riverside County, HWS Department**
Community Action Partnership
Division Manager

- Represent the CAP by attending a variety of meetings, gatherings and conferences of local government agencies and organizations; present recommendations and findings at meetings and gatherings; support and facilitate community action partnership Countywide.
- Lead workgroups and supervise special projects as assigned by the Assistant Director or their designee; work with officials of government agencies, other organizations and County departments and their staff to expedite activities where the CAP's interests are involved.
- Plan, organize and coordinate, through subordinates, the operations of a CAP Division; confer with the Director, Assistant Director, department management, and line supervisors to develop solutions to operational problems.
- Track and analyze new and revised legislation, which govern CAP programs to determine impact upon operations; review and implement administrative and operational procedures and methods for the enforcement and quality assurance teams to ensure compliance with state and federal requirements or in response to changes in policies or legal requirements.
- Coordinate and direct staff within administration, Logistics, Compliance, Operations and Procurement Sub-Divisions.
- Develop, organize and coordinate a Countywide public relations and information program to inform the public of the activities, services and objectives of the CAP and programs within the assigned division.
- Perform advanced analysis of conference and meeting agendas related to special projects; assemble and prepare background information of agenda items for review and consideration by the Assistant Director or workgroup participants; conduct advanced analysis of the potential impact of other government agency policies and decisions and provide interpretation to both the Director and Assistant Director.
- Gather, organize and communicate background information regarding legislation that affects or may affect CAP programs and responsibilities; research and identify new funding sources to establish new program-related services.
- Receive, investigate and report on concerns and inquiries regarding program issues; give assistance to the public and partners by telephone and in person.
- Identify other funding sources and write grants to secure additional resources to ensure program sustainability.
- Represent the department at local, regional and statewide meetings and conferences; may lobby for legislative changes.
- Assist Executive Management in developing enforcement procedures; identify and assess training needs for department staff and arrange for training.

- Develop and submit the CAP's budget; make staffing recommendations relative to all enforcement, audit and quality assurance staff; help prepare the annual report of CAP operations and special pamphlets and brochures about CAP activities and programs.
- Coordinate the activities of CAP programs to meet the specific needs of the public; prepare and edit public information releases to news media regarding program information.

05/22 – 01/24 San Bernardino County, Public Works Department
 Special Districts Division
 Project Manager

I am responsible for:

- Conducting, processing and administering public contracts, project management and construction for various Capital Improvement Projects throughout the County's Special Districts.
- Meeting, assessing and establishing scope of work for projects with stakeholders, specifically the owner of the project.
- Preparing and presenting proposed project initiation, schedule, estimated costs, resources register, risk analysis and dependency matrix.
- Developing QA & AC plan and implementation process with focus on project owner and/or stakeholder project guidelines, budget and schedule.
- Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Represent SBDO County Special Districts Division at community, intergovernmental, and business meetings.
- Prepare and present project progress reports and exhibits to leadership staff and stakeholders and answer questions as necessary.
- Support Division Manager, Senior Project Managers and other leadership personnel in addressing difficult, complex, and high-profile infrastructure projects.
- Participate in operational plans and initiatives to meet PW-SDD departmental goals and objectives.
- Implement department processes, procedures and policies required to achieve targeted project performance results, completion and delivery within approved timeline and budget.
- Achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects while maintaining open and transparent communication with department leadership, local/state/federal agencies, private consultants, contractors and residents.
- Managing multiple Capital Improvement Program projects which have included but not limited to, Cedar Glen Improvements – Waterline Replacements, Horizontal Water Well, Headwall and Tunnel Repair, Lead & Copper Pipe Investigation and Replacement (10.1M), Calico Advance WWT Project (2.4M), Camp Switzerland Sewer Lift Station (1.7M), Fawnskin Sewer Vacuum Line(1.2M), Screw Press Sludge (1.2M), Rialto Sewer Project (8.0M) and CSA 64 Tank Recoating (315K), Lakeview Lift Station (\$1.2M), Tank 2A & 2B Recoating (\$1.1M).
- Managing and guiding technical consultants and construction contractors

throughout all CIP assigned projects.

- Preparing and advertising RFPs & RFQs for professional engineering design services, plans & specification packages for public bidding per PCC requirements and County procurement guidelines.
- Conducting evaluation process and procedure of RFPs & RFQs followed by negotiations of contract items and cost with highest rated consultant.
- Reviewing plans and specifications from consultants for approval to publish bidding documents.
- Developing and managing consultant and contractor agreements for CIP projects.
- Ensuring and enforce State, Federal and Local County regulations.
- Reviewing and assessing all payment claims and change orders for approval within approved project scope, budget and schedule.
- Coordinating closely with county field inspection staff as well as contractors and consultants and project stakeholders to minimize design/construction issues and mitigate unforeseen challenges, assuring resolution and adherence to budget and schedule.
- Analyzing problems and identify solution alternatives and implement recommendations.
- Review, evaluate and approve CIP project reports, studies, plans and specifications for construction which included but were not limited to SWPPP, Geotechnical, Structural Reports and CEQA and/or NEPA required studies.
- Preparing progress reports, status reports, technical memorandums, narratives, staff reports, financial audit reports, budget expenditure reports and project schedules.
- Coordinating and communicating with regional partners, stakeholders, and member agencies on Capital Improvement Project design & construction.
- Establishing and maintaining positive and effective project working relationships with all stakeholders and participating city staff.
- Managing special projects requiring multi-agency coordination and collaboration as team members and responsible for documenting progress on approved schedules and budget to ensure project completion within the established and approved specifications.
- Preparing and reviewing technical, environmental, and economic feasibility studies and making decisions on problems related to the work being performed based on established county guidelines and principles.
- Achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects.

08/21 - Current **LC Engineering and Consulting**
Principal/Owner
San Bernardino, Riverside and Imperial Counties

Duties and Responsibilities:

- Assesses and evaluate policies and procedures for programs and services efficiency and effectiveness.
- Develop and assist in executing of strategic fiscal and programmatic 5-Year plan with priority augmentation components.
- Create and assist in implementation of a system for contract reporting,

- compliance, performance, evaluation and documentation.
- Analysis of current program budget implementation and programing to provide improvement modifications and plan for implementation.
- Develop and assist in implementation and/or expansion of collaboration and coordination plan with local governments, business, community organizations and residents to improve and expand programs, services and resources strategically.
- Develop and assist in implementation of Agile 10-Year future portfolio planning and strategic fiscal implementation plan with augmentation of programs and services.
- Develop new and/or assist in modification of current program public contract negotiation strategies, policies and procedures.
- Asses staffing and resources of current programs and services to develop recommendations for augmentation necessary in address servicing, program and funding requirements and compliance.
- Project management through Redistricting Process to assess operations, policies and procedures for improvement and effectiveness.
- Conduct presentations for various Local Non-Profit Organizations and Residents regarding the redistricting process, its requirements and their community's specific demographics (communities of interest).
- Provide leadership, guidance, and support to the community regarding redistricting procedures.
- Contracted by various local non-profit organizations within San Bernardino, Riverside and Imperial Counties as Demographer of Redistricting Maps.
- Work with cities, stakeholders, and community organizations to promote equity-based and fairness practices related to engagement implementation policies particularly for rural, low income, and disadvantaged communities in San Bernardino, Riverside and Imperial Counties.
- Liaison with and supports tribal government coordination and engagement in projects, programs, and policy issues regarding redistricting.
- Support the Field Activities and Community Engagement and Participation of residents by coordinating meetings with local groups, Councils of Governments, Neighborhood Councils, Municipal Advisory Councils, Community Service Districts, business community, and other community stakeholders.
- Coordinate with regional partners, stakeholders, and member agencies on community education and engagement adhering to redistricting initiatives for the community.
- Collaborate with Local Non-Profit Organizations and their Public Information Officers for communication and policy messaging consistency to residents, regarding redistricting guidelines and regulations.
- Planned and participated in the operations and activities for Local Non-Profit Organizations to ensure Community Participation and Engagement and specialized stakeholder outreach regarding local demographics.
- Provide Data Dissemination Education, Engagement and Training while monitoring community engagement.
- Conduct in-person and virtual, weekly meetings/trainings to provide guidance of new operations, directives, priorities, and goals as required by Non-Profit Organizations and Local Government collaboration through the redistricting process and data dissemination per local government and local non-profit organization goals.

- Established and developed new avenues of outreach and engagement that will enhance relationships with targeted communities and identify individuals, organizations, and other groups for potential partnerships.
- Liaison with stakeholders and community organizations to elevate voice of Riverside, San Bernardino and Imperial County residents and communities in the redistricting process, procedures, and guidelines.
- Research local and regional demographic data within Riverside, San Bernardino, and Imperial Counties, on visualizations which include graphs, charts and maps utilizing ArcGIS Pro, for the purpose of community education, engagement, and participation in redistricting of the region or local area.
- Provide full translation of all demographic data, redistricting process, procedures, and guidelines into Spanish to assist Spanish speaking community with participation in drawing the lines as per their communities of interest.
- Provide support to Local Non-Profit organizations and Local Government in development and implementation of community survey regarding communities of interest and other demographic or geographic considerations for the re-drawing of City, School Districts, County Supervisory, Assembly, Congressional and Senate Redistricting Maps throughout Riverside, San Bernardino, and Imperial Counties.

6/10/19- 08/21

Department of Commerce, U.S. Census Bureau

Supervisory Partnership Specialist G13 – San Bernardino, Riverside and Imperial Counties

Responsibilities:

- Supervised, managed, and provided leadership, guidance, support, work direction, coaching, training, and administration of 35-45 Full-Time Partnership Specialist's within San Bernardino, Riverside and Imperial Counties all working from home.
- Implemented and supported the Field Directorate and Community Engagement and Participation Program (CPEP) which contained between 40-60 strategic engagement initiative projects.
- Established and maintained federal policies and procedures regarding community engagement, elected official communication, private business collaboration and local/state/federal agency leadership coordination.
- Worked with cities, stakeholders, and community organizations to promote equity-based and fairness practices related to engagement implementation policies particularly for rural, low income, and disadvantaged communities in San Bernardino, Riverside and Imperial Counties.
- Liaised with and supported tribal government coordination and engagement in projects, programs, and policy issues for the U.S. Census Bureau.
- Coordinated with regional partners, stakeholders, and member agencies on community education and engagement adhering to agency initiatives.
- Ensure CPEP Team collaboration with LARCC Leadership and Public Information Officers for communication and policy messaging consistency.
- Supported Census Bureau HQ Leadership in addressing difficult, complex, and politically sensitive community issues related to 2020 Decennial Census Questionnaire, Community Education and Engagement.
- Provided internal staff training while monitoring and recording staff performance.
- Provided coaching and mentoring for performance improvement and

- development, always maintaining, and reinforcing agency goals and guidelines.
- Conducted assessment and final selection of Regional Team Leads for San Bernardino, Riverside and Imperial Counties.
- Reviewed and provided recommendations to leadership of necessary adjustment to field and internal coordination policies and procedures for the improvement and effectiveness of agency directive implementation.
- Established Regional Lead Partnership Specialist Leadership Group for the purpose of facilitating the communication with all staff pertinent updates, weekly goals and tasks, as well as addressed questions and provided guidance with any challenges being faced.
- Established and developed new avenues of outreach and engagement that will enhance relationships with targeted communities and identify individuals, organizations, and other groups for potential partnerships.
- Liaised with stakeholders and community organizations to elevate voice of Riverside, San Bernardino and Imperial County residents and communities in Census Bureau Head Quarters policy and directive discussions, local state, and other governmental agencies meetings on engagement opportunities.
- Conducted in-person and virtual, weekly meetings/trainings with entire 35 Staff Team PS's during which I implemented presentation information training and coaching, inform, and provide guidance of new operations, directives, priorities, and goals in adherence to U.S. Census Bureau goals.
- Conducted mock presentations and role playing with all 35-45 staffed Partnership Specialists (PS) during bi-weekly meetings for the purpose of assessing performance, identifying challenges, and polishing PS's delivered informational presentations and community engagement.
- Attended PS's presentations and meetings as needed to assess' performance, provide in-field training and observations as well as constructive feedback for improvement of presentation delivery by the PS.
- Conducted one-on-one meetings on a bi-weekly basis with each PS's individually to provide direct communication of their performance status, areas for improvement and overall counseling and assistance in mitigation of any challenges they may be facing.
- Created and maintained performance spreadsheet record of all PS's performance, challenges, conduct towards corrections, meeting attendance, participation and overall work attitude.
- Prepared and maintained staff assessments which were part of the required USCB reporting and documenting evaluation and performance rating system.
- Conducted weekly assessment of highest performing and lowest performing PS staff in CRM database, based on their CRM contacts and commitment reports submitted through Kiteworks.
- Reviewed and provided feedback to PSs on their 90-day plans, assessment metrics and goals and expectations per position requirements and expectations.
- Conducted staff progress reviews and employee evaluations of all 35-45 partnership specialist employees as well as communicated with each on their performance and progress status.
- Submitted to Assistant Regional Census Manager quarterly staff progress reports and annual performance evaluations for all 35-45 staffed Partnership Specialist assigned.
- Communicated systematically with all city representatives and school district representatives as well as all other community partners to assess customer

satisfaction and receive feedback.

- Coordinated and established weekly management meetings with Leads from San Bernardino, Riverside and Imperial Counties.
- Provided direction and guidance of Regional and National directives and strategies to all three (3) county teams.
- Implemented trainings of all Riverside, San Bernardino and Imperial County Teams on specific strategies and information for community engagement.
- Implemented, with my team, the Census Complete Count Committee structure in all cities within San Bernardino, Riverside and Imperial Counties along with an additional 83 non-incorporated regions within the counties.
- Developed and implemented a strategic plan for folding in the participation and support of all school districts and colleges and universities along with all state contracted CBO's and various Faith Based Organizations within SBDO County.
- Developed and implemented a reporting administration system to ensure prompt submittals and efficient communication/reports with all team members. It also facilitates my ability to generate and submit reports of status and progress of our Assistant Census Regional Manager (ACRM).
- Reviewed weekly schedules/travel requests for accuracy, viability and approval as well as weekly highlight reports for submittal to ACRM for review and reporting.
- Maintain written documentation of performance and/or conduct issues and report in writing any such issues with documentation to the ACRM.
- Communicated on a weekly basis with ACRM to ensure proper reporting of Weekly Schedules/Travel Requests, CRM Contact and Commitment Reports, Weekly Highlights and Monthly Highlights recommendations for submittal.
- Attended and participated in weekly Management Meetings with Regional Management Team.
- Developed and was granted permission from Census Bureau Head Quarters to implement and conduct Virtual Questionnaire Assistance Pilot Program Webinars for my region, within the 1st month of Covid-19 Nation Shut Down in mid-March.
- Developed and implemented in coordination with various San Bernardino, Riverside and Imperial County cities as well as the Riverside Office of Education, a Gift Card Incentive Collaboration Partnership with the goal of increasing self-response through Census Bureau Mobile Questionnaire Assistance (MQA) Locations and the Virtual Questionnaire Assistance (VQA) Webinars.
- Developed, implemented, and leveraged a strategic working partnership with Community Based Organizations, Faith based Organizations and local business who performed canvassing and outreach, folding their efforts into all established City/County Complete Count Committees (CCC), local school districts, higher education and other agencies efforts.
- Attended and provide updates on Census Bureau Operations and status of CCC's and Outreach within the Riverside, SBDO and Imperial County for the Inland Empire CCC Stakeholders monthly meetings which include the State of California representative, Riverside and SBDO County representatives as well as State Contracted ACBO's and CBO's.
- Represented U.S. Census Bureau at community, intergovernmental, and business meetings, including City Council meetings, public hearings, and Chamber of Commerce meetings, before transportation, civic and service groups, and environmental interest groups at the regional level; prepares and delivers public presentations.

- Successfully established very strong partnerships and trust with all cities of San Bernardino, Riverside and Imperial Counties through pro-active collaboration and participation in the Inland Empire Complete Count Committee.
- Conducted Master of Ceremonies (MC) presentations for various National and Regional Data Summits which were recorded and posted on Census Bureau website for public access.

7/16- 9/18 City of Chino, Public Works, Engineering Division, CIP
City of Chino, CA.
Associate Engineer

I was responsible for:

- Provided staff training while monitoring staff performance and provided coaching and mentoring for performance improvement and development.
- Established CIP performance priorities, providing technical leadership, policy guidance and communication of management program objectives.
- Developed CIP division budgetary reports for FY2018-19 CIP projects including administration, coordination and monitoring of program budgets for assigned and non-assigned projects (12 Street, 2 Traffic Signal, 39 Water, 6 Sewer, 10 Storm Drain, 7 Sanitation and 9 Miscellaneous).
- Responsible for planning, programming, managing, organizing and evaluating the 5-year Capital Improvement Program for establishing construction goals and schedule.
- Established and maintained positive and effective project working relationships with all stakeholders and participating city staff.
- Managed special projects requiring multi-agency coordination and collaboration as team members and was responsible for documentation of progress on approved schedules and budget to ensure project completion within the established and approved specifications.
- Prepared and submitted on behalf of the City of Chino, multiple grant applications for street infrastructure improvement in accordance with the 5-Year CIP Plan.
- Developed and implemented city ADA Compliance Plan throughout city streets in right of way.
- Secured over 1/2 million dollars in grants for ADA accessibility projects within the City's ADA Compliance Plan.
- Conducted policy development for processing and administering public contracts, project management and construction.
- Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Represented City PW Department at community, intergovernmental, and business meetings, including City Council meetings, public hearings, and Chamber of Commerce meetings, before transportation, civic and service groups, and environmental interest groups at the regional level; prepares and delivers public presentations.
- Prepared and presented project staff reports and exhibits to the city council and answered questions as necessary.
- Supported Public Works Director and other leadership personnel in addressing difficult, complex, and politically sensitive community issues related to

transportation infrastructure, project community education, engagement and input.

- Prepared and delivered presentations the residents (English/Spanish) regarding project planning and progress as well as answer any questions or concerns directly from the community.
- Established and developed new avenues of outreach and engagement that enhanced relationships with targeted communities and identify individuals, organizations, and other groups for potential partnerships to improve community engagement and input on city infrastructure projects.
- Liaised with stakeholders and community organizations to elevate voice of city residents and communities in state and county discussions and funding opportunities.
- Conducted and participated in operational plans and initiatives to meet PW departmental goals and objectives.
- Implemented department processes, procedures and policies required to achieve targeted project performance results, completion and delivery within approved timeline and budget.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects while maintaining open and transparent communication with city elected officials, leadership and residents.
- Managed over 35 CIP projects that included water, storm drain, sewer, street and traffic signal improvements ranging from \$100K to \$45M established budgets.
- Predominately managed high profile projects.
- Managed and guided engineering professional staff, technical consultants and construction contracted as well as city staff throughout all CIP assigned projects.
- Reviewed plans and specifications from consultants for approval to publish bidding documents.
- Developed and reviewed interagency cooperative agreements and contracts.
- Ensured enforcement of State, Federal and Local regulations on all projects.
- Reviewed all payment claims and change orders for approval within approved project budget and schedule.
- Coordinated closely with city field inspection staff as well as contractors and consultants and project stakeholders to minimize design/construction issues and mitigate unforeseen challenges, assuring resolution and adherence to budget and schedule.
- Analyzed problems and identified solution alternatives and implemented recommendations.
- Review, evaluate and approve CIP project reports, studies, plans and specifications for construction which included but were not limited to SWPPP, Geotechnical, Structural Reports and CEQA and/or NEPA required studies.
- Preparation of progress reports, status reports, technical memorandums, narratives, staff reports, financial audit reports, budget expenditure reports and project schedules.
- Worked with other cities, stakeholders, and community organizations to promote equity-based and fairness practices related to funding and transportation planning and implementation policies particularly for rural, low income, and disadvantaged communities in the city.
- Liaised with and supports tribal government coordination and engagement in projects, programs, and policy issues.

- Supported the public information office by coordinating meetings with local groups, Councils of Governments, Neighborhood Councils, Municipal Advisory Councils, Community Service Districts, business community, and other community stakeholders on high profile infrastructure projects.
- Coordinated with regional partners, stakeholders, and member agencies on community issues of interregional significance and implementation of city initiatives.

2/15/- 7/16 City of Vista, Engineering Department, CIP Section.
City of Vista, CA.
Assistant Engineer:

I was responsible for:

- Design and project management of Capital Improvement Projects within the Engineering Division of Development Services.
- Performed project management, construction management and contract administration for both Capital Improvement Projects.
- Represented City PW Department at community, intergovernmental, and business meetings, including City Council meetings, public hearings, and Chamber of Commerce meetings, before transportation, civic and service groups, and environmental interest groups at the regional level; prepares and delivers public presentations.
- Prepared and presented project staff reports and exhibits to city council and answer questions as necessary.
- Supported Public Works Leadership Staff and other leadership personnel in addressing difficult, complex, and politically sensitive community issues related to transportation infrastructure, project community education, engagement and input.
- Established and developed new avenues of outreach and engagement that enhanced relationships with targeted communities and identify individuals, organizations, and other groups for potential partnerships to improve community engagement and input on city infrastructure projects.
- Liaised with stakeholders and community organizations to elevate voice of city residents and communities in state and county discussions and funding opportunities.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects while maintaining open and transparent communication with city elected officials, leadership and residents.
- Traffic management and construction operations control is of major importance. The second one is a 6' walking trail approximately 1500 lineal feet long and is located adjacent to a 100-year flood creek channel.
- Design and construction required close collaboration with the Army Corp. of Engineers for permitting purposes.
- Responsible for generating the design and preparing construction plans along with the RFP to bid out and staff reports for city council.
- Prepared specifications, plans, calculations and estimates for these and other capital improvement projects.

- Conducted weekly construction inspections and prepared construction progress reports of all capital improvement projects assigned to me.
- Implemented and monitored NPDES regulations and prepared and review CEQA and NEPA compliance for all CIP projects assigned to me throughout the construction phase.
- Duties included approving progress payments to contractors throughout construction progress based on my inspection of the construction and processing change orders as required for completion of the construction.
- Duties also include the review of engineering plans, calculations and invoicing of consulting engineering firms and contractors for compliance with the city ordinances and regulations.
- Prepared RFQ's and conducted the selection process for consultant engineers regarding funding, design and construction of capital improvement projects.
- Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Present project staff reports to city council and answer questions as necessary. Prepare and deliver presentations the residents (English/Spanish) regarding project planning and progress as well as answer any questions or concerns directly from the community.
- Worked with other cities, stakeholders, and community organizations to promote equity-based and fairness practices related to funding and transportation planning and implementation policies particularly for rural, low income, and disadvantaged communities in the city.
- Liaised with and supports tribal government coordination and engagement in projects, programs, and policy issues.
- Supported the public information office by coordinating meetings with local groups, Councils of Governments, Neighborhood Councils, Municipal Advisory Councils, Community Service Districts, business community, and other community stakeholders on high profile infrastructure projects.
- Coordinated with regional partners, stakeholders, and member agencies on community issues of interregional significance and implementation of city initiatives.

4/10-4/15 J & L Engineering and Land Development
Rialto, CA.

Principal Engineer:

I was responsible for:

- Designed and prepared construction plans for new SFR development and/or home expansion projects which have included HVAC sizing and design for installation, sewer, and water and vent plumbing sizing and plan views along with isometric plans.
- Designed and prepared utility layout plans which include both existing service lines and proposed lines within the development site and as necessary within the right of way.
- Designed and prepared plan and profile CAD drawings of any required right of way improvements which include, sidewalk, curb and gutter, storm drain basins and connections to existing storm drain facilities, handicap ramps as required,

- driveways and street paving.
- Designed and prepared onsite drainage design improvements, such as grading, storm drainage gutters and/or detention basins.
- Contracted by private developers and property owners to submit and manage plan reviews/adjustment/corrections during the plan checking review process until the project had full approval from the governing city or county agency.
- Project managed construction of projects designed which entailed contract implementation and management of all subcontractor work, scheduling, payments, insurance and bond verifications.
- Responsible for full budgeting and scheduling of all construction work to ensure the completion of the project in a timely manner and within the budgetary constraints.
- Worked on various home expansions, tenant improvement and new home construction projects during my time as a stay home mom to my two young children so that I may continue to be active in the field of civil engineering.
- Recommended and conducted hiring of contractors, managed contracts and administered contract compliance.

2/05-4/10 City of Moreno Valley, Public Works Department.
Moreno Valley, CA.

Engineering Technician II:

I was responsible for:

- Prepared specifications, plans, calculations and estimates for these and other capital improvement projects.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects while maintaining open and transparent communication with city elected officials, leadership and residents.
- Represented City PW Department at community, intergovernmental, and business meetings, including City Council meetings, public hearings, and Chamber of Commerce meetings, before transportation, civic and service groups, and environmental interest groups at the regional level; prepares and delivers public presentations.
- Prepared and presented project staff reports and exhibits to city council and answer questions as necessary.
- Established and developed new avenues of outreach and engagement that enhanced relationships with targeted communities and identify individuals, organizations, and other groups for potential partnerships to improve community engagement and input on city infrastructure projects.
- Liaised with stakeholders and community organizations to elevate voice of city residents and communities in state and county discussions and funding opportunities.
- Supported Public Works Leadership and other leadership personnel in addressing difficult, complex, and politically sensitive community issues related to transportation infrastructure, project community education, engagement and input.
- Worked with other cities, stakeholders, and community organizations to promote equity-based and fairness practices related to funding and transportation

planning and implementation policies particularly for rural, low income, and disadvantaged communities in the city.

- Liaised with and supports tribal government coordination and engagement in projects, programs, and policy issues.
- Supported the public information office by coordinating meetings with local groups, Councils of Governments, Neighborhood Councils, Municipal Advisory Councils, Community Service Districts, business community, and other community stakeholders on high profile infrastructure projects.
- Coordinated with regional partners, stakeholders, and member agencies on community issues of interregional significance and implementation of city initiatives.
- Conducted weekly construction inspections and prepared construction progress reports of all capital improvement projects assigned to me.
- Implemented and monitored NPDES regulations and prepared and review CEQA and NEPA compliance for all CIP projects assigned to me throughout the construction phase.
- Duties included approving progress payments to contractors throughout construction progress based on my inspection of the construction and processing change orders as required for completion of the construction.
- Duties also include the review of engineering plans, calculations and invoicing of consulting engineering firms and contractors for compliance with the city ordinances and regulations.
- Prepared RFQ's and conducted the selection process for consultant engineers regarding funding, design and construction of capital improvement projects.
- Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Project manager on sidewalk improvement projects throughout the city.
- I prepared staff reports, specifications, plans, calculations and estimates for capital improvement projects such as street improvement and storm drain projects.
- Conducted weekly construction inspections and prepared construction progress reports of all capital improvement projects assigned to me which included various storm drain improvement projects, street improvements with handicap installations and run off drainage re-design.
- Implemented and monitored NPDES regulations and also, prepared and reviewed CEQA and NEPA compliance for all public works projects throughout construction.
- Duties included approving progress payments to contractors throughout construction progress based on my inspection of the construction and processing change orders as required for completion of the construction.
- Responsible for researching and preparing grant application packages for funding sources such as HES, SB821, SR2S, TEA and CDBG grant programs and making decisions on projects to be recommended based on work being performed, established funding guidelines and local funding available.
- Duties also include the review of engineering plans, calculations and invoicing of consulting engineering firms and contractors for compliance with the city ordinances and regulations.
- I communicated with consultant engineers and contractors regarding funding, design and construction of capital improvement projects.

- I provide support and professional assistance to seven (7) senior engineers with drafting, technical staff report writing and Caltrans documentation filing.
- I trained and provided work direction for various technical staff. Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Present project staff reports to city council and answer questions as necessary.
- Prepare and deliver presentations to the residents regarding project planning and progress as well as answer any questions or concerns directly from the community.
- I participate in the selection of entry level engineering staff.
- I was certified by the city as official translator (Spanish) for the Public Works Department/Engineering Section.

10/03-8/04 City of Yucaipa, Public Works Department.
Yucaipa, CA.

Associate Engineer:

I was responsible for:

- Project manager on various state, federal and city funded projects.
- I prepared plans, specifications, and estimates for complex capital improvement projects such as street improvements, storm drains, low water crossings and detention basin projects.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects while maintaining open and transparent communication with city elected officials, leadership and residents.
- Responsible for preparing technical, environmental, and economic feasibility studies and making decisions on problems related to the work being performed based on established city guidelines and principals.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects.
- Established and developed new avenues of outreach and engagement that enhanced relationships with targeted communities and identify individuals, organizations, and other groups for potential partnerships to improve community engagement and input on city infrastructure projects.
- Liaised with stakeholders and community organizations to elevate voice of city residents and communities in state and county discussions and funding opportunities.
- Represented City PW Department at community, intergovernmental, and business meetings, including City Council meetings, public hearings, and Chamber of Commerce meetings, before transportation, civic and service groups, and environmental interest groups at the regional level; prepares and delivers public presentations.
- Prepared and presented project staff reports and exhibits to city council and answer questions as necessary.
- Supported Public Works Director and other leadership personnel in addressing difficult, complex, and politically sensitive community issues related to transportation infrastructure, project community education, engagement and

input.

- Worked with other cities, stakeholders, and community organizations to promote equity-based and fairness practices related to funding and transportation planning and implementation policies particularly for rural, low income, and disadvantaged communities in the city.
- Liaised with and supports tribal government coordination and engagement in projects, programs, and policy issues.
- Supported the public information office by coordinating meetings with local groups, Councils of Governments, Neighborhood Councils, Municipal Advisory Councils, Community Service Districts, business community, and other community stakeholders on high profile infrastructure projects.
- Coordinated with regional partners, stakeholders, and member agencies on community issues of interregional significance and implementation of city initiatives.
- Collaborated with city public information officer for communication and policy messaging consistency.
- Managed multiple Capital Improvement Program projects that included water, storm drain, sewer, street and traffic signal improvements ranging from \$100K to \$30M established budgets.
- Predominately managed high profile projects.
- Managed and guided engineering professional staff, technical consultants and construction contracted as well as city staff throughout all CIP assigned projects.
- Reviewed plans and specifications from consultants for approval to publish bidding documents.
- Developed and reviewed interagency cooperative agreements and contracts.
- Ensured and enforced State, Federal and Local regulations.
- Reviewed all payment claims and change orders for approval within approved project budget and schedule.
- Coordinated closely with city field inspection staff as well as contractors and consultants and project stakeholders to minimize design/construction issues and mitigate unforeseen challenges, assuring resolution and adherence to budget and schedule.
- Analyzed problems and identified solution alternatives and implemented recommendations.
- Review, evaluate and approve CIP project reports, studies, plans and specifications for construction which included but were not limited to SWPPP, Geotechnical, Structural Reports and CEQA and/or NEPA required studies.
- Preparation of progress reports, status reports, technical memorandums, narratives, staff reports, financial audit reports, budget expenditure reports and project schedules.
- Planning, programing, managing, organizing and evaluating the 5-Year Capital Improvement Program for establishing construction goals and schedule.
- I was responsible for conducting weekly construction inspections on the various CIP projects assigned to me of which among were included 4 low water crossing projects, 2 large detention basin projects (coordinated with the Army Corp. of Engineers) and 2 storm drain systems which included several culvers and catch basins.
- Duties included approving progress payments to contractors throughout construction progress based on my inspection of the construction and processing change orders as required for completion of the construction. Duties also include

the review of engineering plans, calculations and invoicing of consulting engineering firms and contractors.

- Communicated and conferred with other regulatory agencies such as Army Corp. of Engineers, San Bernardino County Flood Control, Fish and Game, Fish and Wildlife, Yucaipa Water District and Caltrans on various multi-agency funded projects. Implemented and monitored NPDES regulations and prepared and reviewed CEQA and NEPA compliance for all public works projects assigned.
- I participated in the selection of engineering consulting firms and city engineering assistants and interns. I supervised and provided work direction to engineering interns and other supporting personnel.
- Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Present project staff reports to city council and answer questions as necessary.
- Prepare and deliver presentations the residents (English/Spanish) regarding project planning and progress as well as answer any questions or concerns directly from the community.
- I was certified by the city as an official translator of the Public Works Department.

5/01-9/03 City of San Bernardino, Development Services.
San Bernardino, CA.

Engineering Associate:

I was responsible for:

- I performed contract administration and management for various state, federal and city funded projects.
- Represented City PW Department at community, intergovernmental, and business meetings, including City Council meetings, public hearings, and Chamber of Commerce meetings, before transportation, civic and service groups, and environmental interest groups at the regional level; prepares and delivers public presentations.
- Prepared and presented project staff reports and exhibits to the city council and answered questions as necessary.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects while maintaining open and transparent communication with city elected officials, leadership and residents.
- Supported Public Works City Engineer and other leadership personnel in addressing difficult, complex, and politically sensitive community issues related to transportation infrastructure, project community education, engagement and input.
- Prepared plans, specifications, and estimates for complex capital improvement projects such as street improvement, sewer, and storm drain projects; preparation of technical, environmental, and economic feasibility studies; providing background information and documentation for management consideration on various projects; and making decisions on problems related to the work being performed based on established guidelines and principals.
- Established and developed new avenues of outreach and engagement that enhanced relationships with targeted communities and identify individuals,

organizations, and other groups for potential partnerships to improve community engagement and input on city infrastructure projects.

- Liaised with stakeholders and community organizations to elevate voice of city residents and communities in state and county discussions and funding opportunities.
- Worked with other cities, stakeholders, and community organizations to promote equity-based and fairness practices related to funding and transportation planning and implementation policies particularly for rural, low income, and disadvantaged communities in the city.
- Liaised with and supports tribal government coordination and engagement in projects, programs, and policy issues.
- Supported the public information office by coordinating meetings with local groups, Councils of Governments, Neighborhood Councils, Municipal Advisory Councils, Community Service Districts, business community, and other community stakeholders on high profile infrastructure projects.
- Coordinated with regional partners, stakeholders, and member agencies on community issues of interregional significance and implementation of city initiatives.
- Collaborated with city public information officer for communication and policy messaging consistency.
- I was responsible for conducting weekly construction inspections on the various CIP projects assigned to me of which among were included storm drain projects of which one was a 100-year flood design and construction, 2 grade separations in coordination with BNSF, a large revitalization project (Vision Creek) utilizing a management system for storm runoff and a high underground water table.
- Duties included approving progress payments to contractors throughout construction progress based on my inspection of the construction and processing change orders as required for completion of the construction.
- Duties also include the review of engineering plans, calculations and invoicing of consulting engineering firms or engineering assistants.
- Implemented and monitored NPDES regulations and prepared and reviewed CEQA and NEPA compliance for all public works projects assigned throughout construction.
- Responsible for achieving optimal efficiency and effectiveness in delivering project performance in accordance with established project budget and schedule on a variety of infrastructure projects.
- Managed multiple Capital Improvement Program projects that included water, storm drain, sewer, street and traffic signal improvements ranging from \$100K to \$45M established budgets. Predominately managed high profile projects.
- Managed and guided engineering professional staff, technical consultants and construction contracted as well as city staff throughout all CIP assigned projects.
- Reviewed plans and specifications from consultants for approval to publish bidding documents.
- Developed and reviewed interagency cooperative agreements and contracts.
- Ensured and enforced State, Federal and Local regulations.
- Reviewed all payment claims and change orders for approval within approved project budget and schedule.
- Coordinated closely with city field inspection staff as well as contractors and

consultants and project stakeholders to minimize design/construction issues and mitigate unforeseen challenges, assuring resolution and adherence to budget and schedule.

- Analyzed problems and identified solution alternatives and implemented recommendations.
- Review, evaluate and approve CIP project reports, studies, plans and specifications for construction which included but were not limited to SWPPP, Geotechnical, Structural Reports and CEQA and/or NEPA required studies.
- Preparation of progress reports, status reports, technical memorandums, narratives, staff reports, financial audit reports, budget expenditure reports and project schedules.
- Planning, programing, managing, organizing and evaluating the 5-Year Capital Improvement Program for establishing construction goals and schedule.
- I specifically managed city projects requiring coordination and communication with Fish and Wildlife and San Bernardino County Flood Control to obtain permits for the installation of sewer pump backup systems within an area containing a federally endangered species, specifically addressing the requirements of the State and Federal Endangered Species Act. Conducted filed surveys of projects for progress and completion also conducted contract bid openings.
- I participated in the selection of engineering consulting firms and city engineering assistants and interns.
- I supervised and provided work direction to engineering assistants and other supporting personnel.
- I was certified by the city as official translator (Spanish) for the Public Works Department/Engineering Section.
- I was responsible for reviewing, plan checking, tracking, processing and approving residential, commercial and industrial land development plans. Enforced NPDES regulations and, reviewed CEQA and NEPA compliance for all public works projects Developed, implemented and maintain a plan checking system for the purpose of providing weekly progress reports to the city engineer.
- I performed plan checking on grading, sewer, storm drain, street improvement and lighting plans. Duties also included the assessing and calculating of city impact fees based on construction costs for on-site, off-site, grading and on-site landscaping fees for issuing development permits.
- I communicated with developers, engineers and contractors regarding sewer, storm drain, and land development, conditions of approval, city fees, city standards and land development permits.
- I developed and implemented a more efficient process for plan checking and permit processing which cut the plan checking time from what it roughly was at 9 months to less than 3 weeks. It was due to the successful development and implementation of a new process that I was promoted to Engineering Associate.
- Performed field surveying and designed street improvement, grading, sewer, storm drain, and lighting and landscaping plans for capital improvement projects, also reviewed and designed parcel map subdivision maps.
- I supervised two engineering assistants I, which I trained for on counter duty and permit processing along with fee calculations based on quantity take offs.
- I participate in the selection of entry level engineering staff.
- I was certified as official translator for the Engineering Section within the Public Works Department.

- Responsible for engaging and maintaining coordination and communication with federal, state and local agencies, officials as well as private companies regarding project processing, progress and completion.
- Present project staff reports to city council and answer questions as necessary.
- Prepare and deliver presentations to the residents regarding project planning and progress as well as answer any questions or concerns directly from the community.

3/00-3/01 Hernandez, Kroone and Associates, Inc.
San Bernardino, CA.
Engineering Intern/Project Coordinator:

I was responsible for:

- Position duties included in the field project surveying, performing utility research and coordination, project plans and as-builts research, traffic impact level of service analysis, quantity calculations and performance of technical calculations.
- Coordinated and communicated with public and private officials for the purpose of expediting construction projects.
- Performed calculations, analysis and mitigations of traffic impacts for development projects and prepared technical traffic analysis reports.
- Researched and compiled information of land development sites such as assessors parcel maps, topographical maps, aerial photos and right of way maps.

8/97-6/99 Caltrans Construction Department
Materials Engineering and Laboratory
San Bernardino, CA.
Engineering Intern/Project & Lab Assistant:

I was responsible for:

- Position duties included material testing of aggregates and soils with standardized methods and procedures required by state regulations.
- Received state certification for state testing procedures 201, 202 & 217.
- Assisted senior engineer in annual plant inspections.
- Coordinated and implemented testing and inspection schedules for the purpose of expedient construction approval.
- Maintained filing system and record keeping of testing, inspections, paving and construction for the San Bernardino and Riverside counties.
- Prepared and submitted yearly reports of construction progress or completion and testing results of construction projects.
- Assisted Senior Engineer with assessment and evaluation of construction project progress or completion.
- Trusted to work independently and unsupervised.

**EDUCATION
&
TRAINING:**

Graduate Student (current)
University of Colorado Boulder
Master's in Engineering - Engineering Management

309 Units BSME Program
California Polytechnic University, Pomona
Major: **Mechanical Engineering,**

Results Oriented Management and Accountability (**ROMA**)
California ROMA
Certified Implementor

SIMPLER LEAN TRAINING
LEAN Training
Bronzed Certified

Resident Engineer Certification
California LTAP
Resident Engineer Academy

Federal Aid Project Development Certification
California LTAP
Design to Construction

Professional Development Certificates

- **WQMP Training for Municipal Staff (CASC)**
- **Principals of Constructing Quality Asphalt Pavement (ASPHALT Institute)**

**ADDITIONAL
SKILLS:**

Computer Proficient:
Windows 10, Outlook, MS Project, Excel, Word, Access, Publisher, Power Point, Aldus PageMaker, Quark, Paintbrush, Access, AutoCAD 2018, ArcGIS Pro, Mechanical Desktop, Working Model, Lotus, McTrans, Webster, HCS, Permits Plus, City Works, ArcMap, BidBoard, Planet Bid, e-Pro, ArcGIS Pro.

Program writing:
Matlab, Pascal, Fortran, Visual Basic, Mathcad & Mathconnex.

Other Languages:
Speaking, Writing and Reading abilities in Spanish. I was certified as translator for the City of San Bernardino, City of Moreno Valley, City of Yucaipa, City of Vista Engineering Department, and City of Chino.

Additional Skills:
I can type 59 WPM.