



# 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 AM 8:09

RECEIVED  
CITY CLERK

## Personal Information

Full name:

IVAN RAMIREZ

Date:

12/29/24

Address:

Phone:

Street address

Apt/Unit #

RIALTO

CA

92376

Email:

City

State

Zip Code

Are you registered to vote?

Yes ☒ No ☐

## Work Experience

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

See Resume.

## Education

High school: Wilmer Amina Carter High School Address: \_\_\_\_\_

From: 2003 To: 2006 Did you graduate? Yes ☒ No ☐ Diploma: \_\_\_\_\_

College: University of California Riverside Address: \_\_\_\_\_

From: 2008 To: 2011 Did you graduate? Yes ☒ No ☐ Degree: BA History

Other: CalState San Bernardino Address: \_\_\_\_\_

From: 2012 To: 2015 Did you graduate? Yes ☒ No ☐ Degree: Master's in Public Administration

## References

Please list three references.

Full name: Eddie Tejeda Relationship: Professional

Company: City of Redlands Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full name: Cory Nelson Relationship: Professional

Company: County of San Bernardino Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full name: Damian Parsons Relationship: Professional

Company: CONFIRE Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Supplemental Questions**

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

I want to be a council member to contribute my professional experience in local government to the community by addressing key issues, fostering growth, promoting responsible and efficient government, and ensuring that the resident's voices are heard and represented.

If not selected for this role I would appreciate being considered for a position in a commission.

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

Friends of Prospect Park, City of Redlands, 2017-2019

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

No

**Signature**

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

Signature:

\_\_\_\_\_

Date:

12/29/24

# Ivan Ramirez

Rialto, CA 92376 ♦

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## Qualifications

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Public sector professional with over 10 years of administrative and analytical experience. Proven ability to manage multiple projects while meeting challenging deadlines. Professional, creative, flexible with proven analytical skills. Experienced in working and communicating with the public. Proven ability to collaborate with other divisions and departments. Diversified skills include IT project management, government financial management, government procurement, public administration, public contract administration, and public policy analysis/research.

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## Professional Experience

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### **Organization:** *San Bernardino County*

#### **Position:** Finance Analyst III

County Administrative Office – Finance and Administration

07/04/2022 – Present

Serve as administrator and liaison between the County Administrative Office and a portfolio of County departments (Purchasing Department, Risk Management, Innovation and Technology Department, County Museum, County Library, Agriculture, Weights & Measures, San Bernardino County Fire Protection District).

Make recommendations to assigned departments to assist them in meeting budget goals as set by the Board of Supervisors and County Executive Officer.

Monitor assigned department's budget and expenditures throughout the fiscal year.

Direct departments in the preparation of Board of Supervisors Agenda Items, review and approve reports submitted for Board of Supervisors meetings. Ensure compliance with Board of Supervisors and County Executive Officer's priorities, County policies, funding resources, and the Brown Act.

Serve as the Countywide Internal Service Rates Coordinator.

Plan, direct and supervise the budgetary process of a portfolio of County departments; develop specific budget instructions for departments including schedules and targets; assist departments with specific budget problems; analyze department budget requests and develop findings and recommendations which are presented to the Chief Executive Officer and Board of Supervisors; directed the review of expenditure progress against the appropriate plan; identified areas of variance and initiated remedial actions.

Assisted in developing and directing the administrative support of assigned departments which included fiscal control, purchasing, personnel management, employee relations, staff development, safety, contract administration, resource utilization, and capital improvements

Consult with assigned departments in any administrative area where advice or assistance is required or requested, resolving problems as needed.

Prepare detailed budget, administrative and fiscal reports, procedures manuals, formal statements of County or group policies and practices and correspondence.

#### **Accomplishments:**

- Improved Printing Services rates by conducting a comprehensive analysis to enhance cost allocation, position allocations, and unit measurement accuracy. Collaborated with the print manager to ensure transparency and efficiency in the rates process.
- Implemented strategic corrective measures to bolster the sustainability of the Printing Services internal service fund, successfully addressing a critical cash flow issue in fiscal year 2022-23. These measures were a factor in preventing the depletion of the fund's cash balance through fiscal year 2022-23 and were a significant factor in increasing cash balances by 221% in fiscal year 2023-24.
- Enhanced the Purchasing Department's rate development process by deploying a holistic approach to the management of each of their fund's 60-day working capital and 3-year capital reserves, applying them at the fund level rather than the individual service level to ensure the overall financial health and sustainability of the internal service funds as a whole. This approach avoided placing undue increases on a single rate, promoting equitable distribution of increases across various services, and was a factor in increasing cash balances by 221% in fiscal year 2023-24.
- Conducted a comprehensive analysis (in progress) of Risk Management's excess insurance policies to enhance cost allocation.
- Led a comprehensive analysis of Risk Management's rate allocation methodologies to ensure equitable distribution of insurance premiums across multiple departments and compliance with the California State Controller's Office.

## **Organization:** *San Bernardino County Transportation Authority (SBCTA)*

**Position:** Project and Facilities Manager (Management Analyst II)

Management Services Division

01/18/2020 – 07/01/2022

Exercise delegated authority to perform agency-wide responsibilities.

Supervised contracted staff (security guards, janitorial, maintenance).

Exercised delegated authority to independently manage, administer, and maintain agency-wide operations, such as IT, facility, and administrative operations.

Develop and monitor the agency's electric vehicle charging station fee. Exercise full oversight of the agency's electric vehicle charging station program, including all financial monitoring.

Independently authorize, verify, and approve work conducted by service providers and contractors.

Provide project management and oversight for work related to maintenance, operations, asset preservation, and agency facilities improvements.

Provide project management and oversight for work related to the agency's IT, organizational, and administrative operations.

Analyze and process proposals for work scope, cost, schedule, and work value. Conduct job-site review before, during, and after project work to ensure project deliverables are satisfactorily met.

Develop and monitor the budget for the agency's administrative, building, and IT operations.

Recommend, review, and establish IT, administrative, and facility contracts. Develop and process bid proposals, RFPs, and agreements. Interpret contract terms. Monitored contracts and recommend solutions to contractual problems.

Negotiate with vendors on contract and terms for IT products and services, facility maintenance, and other administrative services.

Independently made administrative decisions related to budget, staffing, organization, contracts, and other administrative matters within the agency's Management Services Division.

Prepared a variety of financial, accounting, and narrative reports and records. Prepared reports, such as board agenda items, for the review and approval of the SBCTA Board of Directors.

Act as strategic advisor to the Deputy Executive Director. Disseminate information and communicate ideas on behalf of the Deputy Executive Director.

**Accomplishments:**

- **Developed procedures for the financial management of the agency's first rate (EV charging rate).**
- **Identified carbon credits as an additional source of revenue for the agency's EV charging program. Successfully expanded the agency's EV charging program to include carbon credits as an additional source of revenue.**
- **Led efforts to modernize the equipment in the agency's 4 conference rooms. Installed modern AV equipment to allow teleconferencing and laptop input into the AV system. Agency was previously relying on projector and projector screens.**
- **Developed the agency's telecommuting policy.**
- **Led efforts to modernize the Board Room AV equipment.**
- **Led efforts to implement a modern visitor system for the agency, transitioning from a paper-based system to an electronic system.**
- **Stabilized the agency's janitorial services by improving the solicitation process, improving the scope of work, and implementing compliance reviews.**
- **Improved San Bernardino Santa Fe Depot security by extending CCTV monitoring capabilities to Depot lobby desk.**
- **Stabilized the agency's security services by implementing compliance reviews, terminating non-performing vendor, improving the solicitation process, improving the scope of work, and restructuring the security team, without a major increase in costs.**
- **Improved and formalized the agency's solicitation process for lease proposals of agency owned property. Proactively identified Greyhound as a potential tenant for concession space that the agency has historically faced challenges leasing. Successfully negotiated a lease with Greyhound to operate bus lines at the Santa Fe Depot and a ticket counter with concessions, enhancing transportation options and revenue streams.**

## **Organization:** *San Bernardino County*

**Position:** Budget/Contract Analyst (Staff Analyst II)

Information Services Department

Finance and Administration Division

08/21/17 to 1/17/2020

Developed and monitored the department's Computer Operations internal service fund's budget and fees. Controlled and monitored purchases and expenditures for the Computer Operations internal service fund.

Reviewed financial data and transactions to ensure conformance with department, County, State, and Federal policies, rules, regulations, and codes. Reviewed actuals and calculate year end estimates. Coordinated and lead monthly meetings with management to discuss year-end estimates.

Recommended, reviewed, and established contracts. Developed and processed bid proposals, RFPs, and agreements. Interpret contract terms. Monitored contracts and recommend solutions to contractual problems.

Independently gathered data to assist management in making administrative and operational decisions. Coordinated activities between finance and department divisions for questions, issues, and projects related to IT program planning and control, procurement, and other financial issues as assigned.

Negotiated with vendors on contract and support terms for IT related products and support. Confer with management and legal counsel to resolve contractual problems.

Prepared a variety of financial, accounting, and narrative reports and records. Prepared reports, such as board agenda items, for the review and approval of the County of San Bernardino Board of Supervisors.

Analyzed, reviewed, and made recommendations on administrative decisions related to budget, staffing, organization, and other administrative matters within the Computer Operations internal service fund.

**Accomplishments:**

- **Developed a database to track expenditures and contracts and collect pertinent information needed for the development of the budget and rates.**
  - **Created a formal travel policy with procedures for the Department based on the SAP workflow.**
  - **Used the database I created to monitor contracts and reduce the number of contracts renewed late.**
- During my tenure all contracts were renewed on time in my budget unit.**

**Position: Trust Account Manager (Staff Analyst I)**

Human Services Auditing Division

Supplemental Income Advocacy Unit (SIA)

04/20/15 to 08/17/17

Oversaw the administrative account operations of the SIA unit, including working with Social Security beneficiaries in Foster Care and their key representatives on disbursements, deposits, and other trust activities.

Prepared monthly reconciliations of foster home statements for board & care charges.

Acted as a liaison to trust clients, client representatives, County staff, and Social Security staff.

Act as a lead analyst for a unit consisting of an additional Staff Analyst I, a Disability & Entitlement Analyst, and a Fiscal Assistant.

Researched and stayed current with disability policy, trust policy, and Foster Care policy that impact foster care children with special needs trusts.

Researched and participated in the development of trust accounting policies, regulations, and standards.

Researched and interpreted the allowable reimbursement guidelines for government agencies. Reimbursed the County Foster Care budget with trust funds when appropriate. Prepared monthly reconciliations of County reimbursement statements.

Ensured that the unit's trust activities complied with all local, state, and federal laws, regulations, and policies.

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## Education

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**California State University San Bernardino**

Master's in Public Administration

*Concentration: Public Financial Management*

San Bernardino, CA

**University of California Riverside**

Bachelor of Arts

Major: History/Law and Society

Riverside, CA