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WORK EXPERIENCE

Impact Fees: Cities of Morgan Hill and Monterey Park

Utility Rates: Cities of Morgan Hill, Beverly Hills, South Pasadena and Monterey Park

User Fees: Cities of Claremont, Morgan Hill, Beverly Hills, South Pasadena, Monterey Park, La Habra Heights, Marina, Antioch, and Solana Beach

January 2014 to April 2017 – Director of Management Services, City of Monterey Park, CA

- Managed department of 15 to provide financial planning and reporting, revenue collections, treasury, information technology, telecommunication and support services
- Improved city's revenues through updated user fees, utility rates, and impact fees
- Conducted long-term financial forecasting and analysis for all funds
- Streamlined and enforced purchasing process
- Participated in risk management financial analysis and claims committee
- Transitioned to new City auditors, business license auditors, and TOT auditors

April 2013 to August 2013 – Administrative Services Director, City of Stanton, CA

- Managed department of four to provide general accounting, accounts payable, purchasing, payroll, business tax, treasury, IT and telecommunication services
- Updated the City's Investment Policy and strategy
- Developed long-term revenue strategy
- Performed communications audit and reduced expenses by 75%

January 2009 to April 2013 – Finance Director, City of South Pasadena, CA

- Managed department of eight to provide finance, business tax, utility billing, animal licensing, filming, IT and telecommunication services
- Outsourced utility billing and customer service
- Completed \$43.4 Million Water Bond Issuance and \$12 Million Refunding
- Coordinated the passage of Utility Users Tax Ballot Measure
- Worked with City Treasurer and Finance Committee on fiscal matters affecting the City
- Negotiated lease agreements for city property and cell towers

October 2006 to December 2008 – Budget and Management Officer, City of Beverly Hills, CA

- Managed \$400 million citywide budget for 750 full-time employees
- Developed comprehensive capital improvement program
- Developed quarterly performance report presented to the City Council
- Implemented performance based budget, including goals and objectives
- Assisted in management audits of various departments
- Updated the city's user fees and utility rates

April 2001 to September 2006 – Budget Manager, City of Morgan Hill, CA

- Managed utility billing, purchasing, business license and accounts receivable functions
- Developed \$120 million budget for 250 full-time employees
- Coordinated IT overhaul, including finance, utility billing and recreation software conversions, standardization, training, disaster recovery and outsourcing.
- Assisted RDA with analysis of development agreements and economic impact
- Developed pro-formas for proposed aquatics and community centers
- Updated the city's impact fees, user fees and utility rates

April 1999 to March 2001 – Senior Management Analyst, City of Tustin, CA

- Coordinated the City's \$80 million operating and CIP budget with all departments
- Managed finance software upgrade, focusing on departmental reports
- Deployed online payment system for utility customers

June 1995 to March 1999 – Management Analyst – Community Services, City of Claremont, CA

- Assisted in the development of effective parks and recreation programs
- Assisted in the construction and programming of the Claremont Youth Activity Center, Claremont Skate Park and Hughes Community Center
- Coordinated Non-Profit Funding Program utilizing CDBG and General Funds
- Coordinated budget and evaluated cost recovery for the department

April 1994 to May 1995 – Intern – Human Services and Public Works, City of La Mirada, CA

- Assisted the Human Services and Public Works department with studies and projects.

EDUCATION

- Claremont Graduate University – Completed coursework towards Masters in Public Policy
- Cal State Northridge – MA Public Administration
- Cal Poly, Pomona – BS in Urban and Regional Planning

PROFESSIONAL ASSOCIATIONS & EXPERIENCES

- California Society of Municipal Finance Officers (CSMFO – Board Member)
- Government Finance Officers Association (GFOA)
- International City/County Management Association (ICMA) and (Cal-ICMA)
- Municipal Information Systems Association of California (MISAC)