

EXECUTIVE PROFILE

Executive Management professional offering over 20 years' experience spearheading multi-million-dollar construction projects, and leading Parks and Recreation departments for communities including the City of Houston, City of Austin, Missouri City, Texas and Galveston County. Managed multiple divisions including Planning, Capital Improvements, Facilities and Grounds Maintenance, Beaches, Park Rangers, Recreation, and others. Managed operating budgets, capital improvements budgets, contract management, permits, fundraising and grants. Extensive public speaking at City Council, Parks Board, and Commissions and conducted presentations to community, professional and non-profit organizations. Background in organizational development, human resources, structural reorganization, emergency management and long-range strategic planning. Directed municipal design and construction projects, park master plans, and capital improvement programs encompassing renovations, new construction, and land acquisition.

EDUCATION/LICENSES

Master of City and Regional Planning, University of Texas at Arlington- Arlington, TX (1997)
Bachelor of Science in Landscape Architecture, Texas A&M University-College Station, TX (1987)
Texas Registered Landscape Architect (1993-Present)
Texas Licensed Irrigator (1990-1998) (2015-Present)
FEMA Emergency Management Institute - Long Range Recovery Planning 2009, Galveston County
Organizational Training 2014

STRENGTHS

- **Leadership**
Oversee multiple divisions within City and County Parks Dept. Developed new protocol for proper fiscal management. Planning Section Chief for Missouri City during Hurricane Ike/trained in NIMS. President of the Texas Chapter of the American Society of Landscape Architects, 2010.
- **Construction/Project Management**
Construction Manager for HISD bond program. Supervise renovations, teardowns, rebuilds, and new extensions. Conduct on-site for inspections, collaborate with contractor, facilitates project with consultants, on-site job process. Senior Project Manager for the City of Houston, oversee design and construction of capital improvement projects for park facilities.
- **Finance/Budgeting**
Manage operating budgets of up to \$15.4M, as well as bond programs of 10M per year for capital improvements. Secured numerous financial and physical donations and successfully obtained grants.
- **Communications/Training**
Develop, prepare, and conduct presentations to community groups, professional societies, employees, boards, and commissions. Managed major reorganizations of departments, talent acquisition for urban forester, and developed new performance review processes.
- **Strategic/Master Planning**
Direct department long range planning including Park & Trail Master Plans. Collaborate with officials, consultants, and citizen groups on public improvements.

PROFESSIONAL WORK HISTORY

Interim Director Culture, Parks and Recreation Director
Greeley, Colorado

2021-Current

- Administered Operating Budget of \$24.7M. Led divisions including Recreation, Parks, Trails and Natural Areas, Golf, and Cultural Resources.
- Identified key areas for improvement including Linn Grove office upgrades, White Plumb Farm lease termination and key position additions.

Accomplishments:

- Completed Assessment and Recommendation of hrQ Assessment including identifying and recommendation of Enterprise Division.
- Completed Community Needs Assessment RFP.

- Managed revisioning and public engagement for Bittersweet Park Landscape Management and Shurview land acquisition.

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Interim Capital Projects Director

2020-2021

Strategic Government Resources, Inc. (City of Bedford)

- Full responsibility for the planning and construction of a 70M Bond Program to include two projects. Consultant selection and contract award for a performing arts center and management of construction documents, CMAR contract award and construction management as well as internal purchasing process and management and execution of all City processes.
- Managed all communications and public engagement.
- Coordinated all asbestos remediation and tenant scheduling and move out.

Accomplishments:

- Reduced costs by approximately \$750,000 in first six months.
- Reduced project timeline by six months in first three months.

Greens Bayou Coalition, 501©3

2017-2020

Executive Director

- Responsible for organizational leadership, development, finance, public relations, grant writing, and planning and development of parks and recreational facilities.
- Responsible for all grants and special events including Greens Bayou Regatta and Greens Bayou Gala.

Accomplishments:

- Hired first Development Manager and created first Financial Development Plan.
- Developed first Greens Bayou Gala.

Project Management Group, LLC

2014 –2017

Construction/Project Manager

- Directly responsible for construction management for HISD bond program project sites. Represent HISD on job site facilitating all aspects of construction with architects and contractors. Oversee inspections, job process, budget compliance, site safety, client communications, payment applications and change orders.

Accomplishments:

- Managed construction of Mickey Leland College Preparatory Academy approximately \$29M project, Waltrip High School \$38M renovation project, and Grady Middle School \$10M building addition project.

Galveston County

2012-2014

Director, Parks and Senior Services Department

- Managed staff of 40 full-time and 10 part-time personnel. Supervised four divisions: Parks, Senior Services, Beach Parking Program and Texas Agrilife Office. Directed operations and administration of 25 miles of beaches, including vendor and parking management, park maintenance and senior services programs. Maintained an operating budget of \$5.3M. Implemented new online reservation system.

Accomplishments:

- Improved Area Agency on Aging grant management. Directed major clean-up of park facilities including recycling old equipment and materials resulting in significant revenue, as well as a marked decrease in vandalism saving up to \$70,000 per annum. Restructured department and improved morale through increased training, improved work conditions and provision of needed equipment and supplies.

City of Austin

2010-2012

Assistant Director, Parks and Recreation Department

- Administered operating budget of \$15.4M. Led six divisions: Planning and Development, Office of the CIP, Park Rangers, Central Parks, Facility Services and Grounds Maintenance. Managed staff of 250 full-time and 25 part-time team members. Co-directed departmental reorganization, created the Office of Capital Improvements allowing appropriate separation of bond and general fund activities, improving revenue recovery. Supervised long range department planning including developing the 2012 Parks Bond Program and overseeing the Maintenance Audit and Accreditation process for Operations and grounds Maintenance Division. Presented programs to the community and non-profit organizations and engaged in extensive public speaking at City Council, Parks Board meetings and additional boards and commissions.

Accomplishments:

- Oversaw the development of 2012 Parks Bond Program with over \$77.68M in improvements, including developing the Office of Capital Improvements as well as selection of staff and training of division.

Developed appropriate funding processes of division to segregate bond activities and general fund activities for maximum revenue recovery of bond services.

- Developed and reclassified positions to address conservation of cultural and historic resources within the parks system resulting in numerous positive media reports and accolades to the department.

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City of Missouri City

2006-2010

Director, Parks and Recreation Department

- Managed operating budget of \$2.5M. Supervised 27 full and part-time personnel. Directed four divisions: Recreation, Parks, Building Maintenance and Forestry Division. Led the departmental strategic plan, Parks Master Plan, and Trails Master Plan. Secured private donations of funds and developed, wrote, and obtained numerous grants for parks development and capital equipment projects.
- Acted as Planning Section Chief during Hurricane Ike and managed all records of incident.

Accomplishments:

- Recruited the first Urban Forester within Fort Bend County and partnered with community groups to develop the Urban Forestry Plan, to renovate the recycling center, secure grants for recycling and special events/programs.
- Administered \$15.5M Parks CIP program, supervised and maintained all municipal buildings of facilities including first remote HVAC monitoring program for all civic buildings and properties.

City of Houston

1998-2006

Sr. Project Manager, Design & Construction Division, Building Services (2004-2006)

Project Manager, Facilities Development/Maintenance Division, Parks & Recreation Dept. 1998-2006

- Managed full spectrum of parks design and construction projects, contract management, site reviews, through project completion. Provided direction, planning and related resolution to meet key initiative timelines and departmental user and maintenance goals. Resolved issues with city officials, outside agencies, and community. Managed project consultants, contractors, budgets, and deadlines.

Accomplishments:

- Successfully managed approximately 35 projects per year with projects budgets between \$150k to 9.9M. Major projects included: Denver Harbor Multi-Purpose Center, Kingwood Skate Park, Golf Course renovations, Sylvester Turner Park, Beverly Hills Community Center and Multi-Use Pavilion and Gutierrez Sprayground and numerous other park improvements. Reduced costs by effective project management, maintaining budgets at all design and construction milestones and diligent review of any and all change orders. Achieved best record in division for on-time project completion within budgetary guidelines. Managed construction payment applications, change orders, consultant fees and project budgets of both grant and bond projects.

OTHER SELECTED PROFESSIONAL HISTORY

Commissioned Public Artist: Smither Park, Houston Texas "Home on the Bayou" Mosaic on sidewalk, \$12,500.00

Selected Public Artist City of San Antonio, Texas 2019-2020

Second Place, Houston Art Car Parade, Recycled Art, "The Wave", 2016

Past President, Texas Chapter American Society of Landscape Architects, 2011

President, Texas Chapter American Society of Landscape Architects, 2010

President-Elect, Texas Chapter of American Society of Landscape Architects, 2009

Section Secretary, Gulf Coast Chapter, American Society of Landscape Architects, 2008

Numerous speaking engagements at professional conferences