



CITY OF DESERT HOT SPRINGS

65950 Pierson Boulevard, Desert Hot Springs, CA, 92240 · www.cityofdhs.org · P: (760) 329-6411 F: (760) 288-3129

CITY COMMISSION/BOARD APPLICATION



GENERAL / CONTACT INFORMATION

NAME: Garcia Jennefer Dawson
LAST FIRST MIDDLE
ADDRESS: [REDACTED]
STREET ADDRESS
Desert Hot Springs CA 92240
CITY STATE ZIP
PHONE: [REDACTED]
HOME WORK CELL
EMAIL: [REDACTED]

DATE: April 2, 2018

Appointed Commissioners must be a resident and registered voter of the City (DHSMC §2.24.040)

Length of Residency in Desert Hot Springs:
since 2010

Registered Voter in Desert Hot Springs since:
2013

Indicate the following Commissions/Committees/Boards in which you are most interested in serving.
Number in order of preference (Example: #1 for 1st choice, #2 for 2nd choice, #3 for 3rd choice, etc.)

1st	<u>Planning Commission</u>	Select One	<u>Oversight Board to the RDA Successor Agency</u>	➔ (Members not subject to residency requirements)
Select One	<u>Public Safety Commission</u>	Select One	<u>Architecture and Landscape Review Committee</u>	
Select One	<u>Community & Cultural Affairs Commission (CCAC)</u>			

See attachment for Commission/Committee/Board descriptions or visit the City's website at www.cityofdhs.org for more information

Occupation and Employer: Project Construction Manager, Arcadis-US
(If retired, indicate last occupation/employer)

The following information consists of some of the factors used by the City Council, and/or subcommittee thereof to select final applicants: 1) Background, education, experience to demonstrate sound judgement; 2) Diversity in commission membership; and 3) attendance at commission meetings prior to interview

Background / Work Experience / Civic Involvement:

I have 17 years of experience in commercial construction management in California. Please refer to my attached resume for a breakdown of these projects and my scope of involvement. I am multi-certificated.

My civic involvement includes the many meetings and negotiations which occurred during the Planning Commission and City Council meetings prior to the approval of the Pearson Plaza development which sits directly across the street from my property.

Education / Training:

AS Paralegal Studies, BS Legal Studies, MS Project Management (in progress)
Professional Registrations Include: OSHA- 30 hours, CMIT-CCMA, PM-10 SCAQMD, HAZWOPER
Additional Training Includes: Construction Management, Arcadis CCM Training, Estimating and Scheduling, CMIT, CCM and CCMA, QSP/QSD Training, LEED GA Training
Professional Associations: USGBC, CMAA

Have you served on a City Commission or Board in Desert Hot Springs or any other City?

☒ No

☐ Yes

If yes, complete below:

CITY	COMMISSION/POSITION	WHEN	LENGTH OF SERVICE
CITY	COMMISSION/POSITION	WHEN	LENGTH OF SERVICE
CITY	COMMISSION/POSITION	WHEN	LENGTH OF SERVICE

Have you ever attended a City Council Meeting?

☐ No ☒ Yes

Have you ever attended a City Commission Meeting?

☐ No ☒ Yes

If yes, list which commissions and approximately how many.

Planning Commission and City Council 20+ times

Describe your knowledge of the functions, regulations and procedures of the Commission (1st choice) on which you would like to serve:

The functions, regulations and procedures of the Planning Commission include:

1. Ongoing evaluations of the City's zoning ordinances.
2. Continual update of the City's General Plan.
3. General oversight of zoning review and variances.

What specific skills, attitudes, and experience do you think you have that will enhance the work of the Commission?

The diversity of the projects I have managed and my the many experiences within these projects over the past 17 years would enhance the work of the Commission. I am known for being energetic, detail oriented and most important, a problem solver.

What specific issues or problems face the commission? Do you have suggestions to address these issues or problems?

A City in an upward growth pattern always has problems and the medical marijuana industry within the City brings additional issues. Having a diversified background and the willingness to discuss compromise in order to move a project forward would be one of my primary contributions. Projects, I am told, experience unnecessary delays either in the Planning Commission and/or Planning Department at the City and I would look for ways to speed up the process. Eliminating delays ultimately increase the number of ongoing projects which increase the City's revenue.

Appointed Commissioners may be required to submit a Fair Political Practices Act, Statement of Economic Interests (pursuant to Government Code §87200 and/or Desert Hot Springs Municipal Code Section §2.20.050

NOTE: This document is a public record and is subject to disclosure pursuant to the California Public Records Act. Personal contact information will not be released without consent. Your Application will be considered by the City Council, provided that a vacancy exists on a Commission or Board for which you have applied. If there is no vacancy, your application will be kept on file for two years, to be considered when an opening does occur.

I hereby certify that the above statements are true and correct to the best of my knowledge:

Applicant's Signature

Date

SUBMISSION INSTRUCTIONS

- Save the application for your records →
- AND → Submit the application to jsoriano@cityofdhs.org
- OR → Print and mail to: City of Desert Hot Springs
Office of the City Clerk
65950 Pierson Boulevard
Desert Hot Springs, CA 92240 →

JENNEFER GARCIA, LEED GA, CMIT, CM

PROJECT CONSTRUCTION MANAGER



EDUCATION

AS, Paralegal Studies, Maric
College, Palm Springs, 2007
BS, Legal Studies, Kaplan
University, On-Line, 2010
MS, Project Management,
University, On-Line, In Progress

YEARS OF EXPERIENCE

Total – 17
With Arcadis – 12

PROFESSIONAL REGISTRATIONS

OSHA 30 Hour Certification
CMIT-CCMA
PM-10 SCAQMD
HAZWOPER

ADDITIONAL TRAINING

Construction Management
Arcadis CCM Training
Estimating and Scheduling
CMIT and CCM with CCMA
QSP/QSD Training
LEED GA Training

PROFESSIONAL ASSOCIATIONS

USGBC Member
CMAA

Ms. Garcia has over 17 years of experience which include program and project management for a wide range of vertical and horizontal projects, including design planning and management of A/E teams, constructability reviews of project documents, public agency coordination and oversight of communications with all parties, field oversight and coordination of activities, change order claims review and negotiation for the client and with the general contractor, quality assurance management, oversight of material, testing and inspection firm, submittals, log management, meeting minutes. Currently she is serving as the Project Construction Manager for the \$30,000,000 Cal Fire South Operations Headquarters in Moreno Valley, CA; and, remotely administering the ORION Construction Management Information System for the One Beverly Hills Project, a \$1.2B Hotel/Condominium Development in the City of Beverly Hills, CA.

Project Experience

Cal Fire So Operation Headquarters Campus/Project Construction Manager

State of California Department of Forestry, Moreno Valley, California

This project consists of construction of a 12 acre sight for a new Cal Fire Emergency operations Campus consisting of 10 buildings, 120 foot Communication Tower, Electrical Genrators, and all new infrastructure. Ms. Garcia's responsibilities include oversight of construction management and field activities, construction documents, schedules, RFIs, plans, specifications, notices, construction change orders, submittals, as they relate to the project. This is a DSA project under the direction of California Department of General Services. The project utilizes Primavera Contract Manager for it's PMIS.

Orion Document Control System Administrator/Staff Resident Engineer

Wanda Group, Beverly Hills, California

Led the development and management of program- and project-level controls for the integrated Program Management Organization (PMO) implementing the Public Building Commission (PBC) of Chicago's Capital Building Program. The Arcadis team manages all aspects of the PMO, including integrated PBC staff and consultants, as well as plans

Project Experience Continued

and implements all capital projects for schools, libraries, fire houses, police stations, field houses, senior centers and other public buildings throughout Chicago. Arcadis program-wide responsibilities include leadership; program controls; document management; program policy and procedures implementation; cost controls; program reporting; capital cost estimating and expenditures tracking; change management; consultant and contractor evaluation; as well as construction claims prevention and management. For the PBC, led the selection and implementation of a web-based Program Management System based on the specific requirements of the PBC and its program. Led the development of all controls related policies and procedures, documentation of existing business processes, enhancement of existing processes based on best practices, mapping of the newly enhanced processes, and automation of these processes in the Program Management System. He conceptualized and led the development of an integrated single-source reporting solution that integrates data from various controls system components and project status update information from Project Managers.

Caltrans District 7 Construction Claims Services/Claims Field Analyst State of California Caltrans, Baldwin Park, California

This project consists of construction claims analysis on behalf of Caltrans, for a construction claim submitted from construction general contractor.

Ms. Garcia's responsibilities include research and review of all construction documents, schedules, RFIs, plans, specifications, notices, construction change orders, submittals, as they relate to the project, identifying inconsistencies in the schedule and claim documents versus the approved baseline schedule and monthly updates and providing written summation of findings to the team for further compilation for response to the claim.

Pacific Gas and Electric (PG&E) Chromium Remediation Program/Health and Safety Manager

Pacific Gas & Electric, Hinkley and Topock, California

This project consists of Program Management and oversight for the Hinkley and Topok, California Chromium 6 clean-up operation for PG&E. Ms. Garcia's responsibilities include composition, coordination and oversight of the Programmatic Health & Safety Plan (HASP) to all consultants, creation and submission of the PG&E Gold Shovel Policy in coordination with Cal OSHA and Dig-In Prevention, daily program and project management field oversight, weekly team meetings, review of project safety and quality assurance documents, safety submittal review, agency coordination and communication, quality assurance management and documentation, weekly program meetings, field office visits and monitoring of the Safety Program, QA field reviews, field observation and assistance with daily construction activities to include incident investigation and reporting.

Sunline Transit Agency, Administration Building & Park and Ride Facility/Project Construction Manager

Sunline Transit Authority, Thousand Palms, California

This Administration Building project consists of a 46,000 square foot, two story, type-II-B construction with automatic sprinkler system, natural lighting, drought resistant planting and an adjacent 200 space parking lot to house the administrative activities for the Sunline Agency. The second project consists of a 2200 square foot, type-II-B building and bus shelter with restrooms and public parking, as well as bus parking for the commuter bus services.

Project Experience Continued

Ms. Garcia's responsibilities include constructability review and comment to client and A/E teams, coordination and oversight of construction activities, change order claims review and negotiation with the general contractor, design review and schedule progress meetings, project documents, pay application review and approval, submittal review, agency coordination and communication, commissioning oversight, LEED submission review, materials testing and inspection oversight, daily safety review and reporting, quality assurance management and documentation, weekly construction meeting minutes, field office management and operations.

CDC Security Augmentation/Project Construction Manager **Los Angeles Community College District, Los Angeles, California**

Augmentation to existing 17,257 square foot child development center and adult learning classrooms upgrading security, access, and intrusion to interior and exterior doors. The project consists of: Installation of galvanized security fencing around the administration parking perimeter; and, electrification of facilities maintenance entry gate at the warehouse. Ms. Garcia's responsibilities include coordination and oversight of construction activities, pay application review and approval, meetings, project design document review and oversight of design revisions, submittal review, RFIs, campus coordination and communication, change order claims review and negotiation for the client and with the general contractor, change order preparation, schedule review, IOR documentation review, punch list review and sign-off, and project close-out.