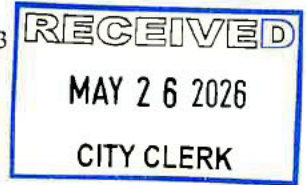




LAKE HAVASU CITY
2330 McCulloch Blvd. N. | Lake Havasu City, AZ 86403
Phone: (928) 453-4142 | Email: cityclerk@lhcaz.gov



Application for Appointment
(Boards, Commissions, and Committees)

The City Council is responsible to appoint interested citizens to Boards, Commissions, and Committees. Applications will be reviewed and scheduled for interview before the Application Review Panel who will provide a recommendation(s) of appointment to the City Council. The City Clerk's office will inform all applicants of their scheduled interview date and City Council meeting date when their application will be considered. All applicants are encouraged to attend the City Council meeting to answer any questions from the City Council.

Board/Commission/Committee you are applying for:

SECTION I:

Name: Email:

Home Address: Mailing Address & Zip:

City: State: Zip:

Home Phone: Work/Alt:

Preferred method of receiving correspondence from the City Clerk's Office: Email Mail

Number of Years Residing in Lake Havasu City:

Currently Employed: Yes No # Years Employed:

**(If retired, indicate last employer prior to retirement)* *Current Employer:

City: State:

Do you have any relatives that are employed with Lake Havasu City? Yes No

If yes, explain:

SECTION II:

Have you previously served on a Board, Commission, Committee in another Community? Yes No

If yes, indicate the Board, jurisdiction and years served:

Have you previously served on a Board, Commission, Committee in Lake Havasu City? Yes No

If yes, indicate Board and years served:

If previously served on a Lake Havasu City Board, have you completed the mandatory board member training?

For "No" or "N/A" responses, please explain: Yes No N/A

Please indicate the member position in which you are applying for: Regular Alternate Student

SECTION III:

Name of High School and/or College**	Degree	Year
ITT Technical Institute - Lathrop, CA	BS - Project Management	2012
ITT Technical Institute - Lathrop, CA	AS - Computer Aided Drafting and Design	2009

** A resume may be attached to show additional education and work experience.

Describe your involvement in the community (Include civic clubs, volunteer activities, service organization, etc.)

I have 2 children a [redacted] and a third planning on starting the [redacted] year. My children have participated in the after school program and a variety of summer programs. We are regulars at many parks, SARA Park Disc Golf Course is our second home. We love the amenities our city has to offer, and are overall happy to be a part of this community. I am a member of the Lake Havasu City Disc Golf Club. Since becoming more involved in disc golf, I found that I really enjoy coordinating and planning tournaments. Over the last 6 years I have been a Tournament Director for a total of 10 tournaments to date, with our staple event taking place the first weekend of February every year. As a club, we are building a youth disc golf program, in which I am the liaison. Our goal is to introduce disc golf into all of our schools here in Havasu as funding allows us. We are happy to have already donated equipment to Jamaica Elementary, Nautilus, Oro Grande, and Starline and try to get out in the community more, such as participating in First Friday, Fall Fun Fair (3 yrs), Teen Break '26

List additional qualifications or experience you believe qualifies you to be on a Lake Havasu City Board, Commission, Committee

I have enjoyed the past 3 years of being on the Parks and Recreation Advisory Board. I have been able to see and experience change over my time serving, such as changes in positions, amenities, and overall programming. My current position is with the [redacted] and working on the Policy Unit. I have been immersed in everyday reading of policies, going through the policy life cycle: review/voting, early notification, public comment, to publishing phases. I have an understanding of the process. In my previous position, I worked in air quality/environmental consulting and regularly researched and analyzed various city general plans, municipal codes, planning & zoning/regulations, as well as calculating noise analysis for many projects. I have also written grants (environmental sector), worked regularly with the E.P.A., and have some experience in coordinating with Tribal Council. I enjoy being a part of our community, and am happy to be a voice for some, even if it's a small one.

Why do you want to serve on the Board, Commission, Committee you are applying for?

I want to serve because I enjoy organizing/coordinating, and being involved. I have always looked up to our board and committee members. I remember being shy and nervous to apply the first time around, but getting chosen to serve as a Member felt great. Its a real inspiration that I could be a part of something bigger. When positions were up for a vote, I was once again nervous but proud of myself for stepping outside of a comfort zone and got the opportunity to take the role of Vice Chairperson. I love being involved with our city, my city, and hope to continue on this path, potentially getting in line with serving on our council one day.

By my signature below, and to the best of my knowledge, I certify that the information provided herein is accurate and true.

If submitting this application electronically, please certify your application by typing your name in the Signature field, and check the Confirm Signature box below.

Signature: Mercedes Kaiser Date: 5/22/26

Confirm Signature

Print Form

Email to: cityclerk@lhcaz.gov

Mercedes Angelika Kaiser

Lake Havasu City, AZ 86406

EMAIL:



**Contract Management | Project & Site Management
Vendor & Material Management | Process Coordinating | Business Acumen
QC Management | Estimating and Job Costing | Organization & Time Management Business Analysis**

Coordinated project implementation plans from conception to completion, exceptional communication skills, in-depth study of management disciplines, conduct analytical studies of current processes and develop effective solutions using innovative ideas to remain competitive and continually improve. I produce maximum productivity without sacrificing quality or customer satisfaction. I do this by:

- Leading with strategic decision making and providing direction
- Controlling and/or reducing costs
- Meeting project deadlines on time and within budget
- Seizing creativity when appropriate
- Assuring safety, optimum performance, and remaining efficient.

With thorough knowledge of all aspects of a prosperous business, I also bring a keen understanding of complex budgetary, including forecasted budget plans and trending. Delivering powerful presentations, prioritizing tasks with consistency and persuasively negotiating favorable contracts. Recognized for superior work ethic and quality performance and production, a self-starter, well-rounded, go-getter and accurate.

Academic Record

ITT Technical Institute, Lathrop CA

June 2012

www.ITT-Tech.edu

Bachelor of Science. (School of Business) Project Management

Received Various Academic Awards, Graduated with Honors

Member of National Technical Honor Society

ITT Technical Institute, Lathrop CA

September 2009

www.ITT-Tech.edu

Associate of Science. (CADD) Computer Aided Drafting and Design

Received Various Academic Awards, Graduated with Honors

Professional Experience

Phoenix, Arizona (Remote)

April 2023 to Present

Administrative Assistant 3, Policy Unit

Division of Developmental Disabilities (DDD)

- Provides support to the DDD Policy Unit and DDD Policy Specialists.
- Communicates and coordinates with Division staff, Executive Management, and various teams within DDD.
- Provides editable policy and procedure documents to team upon request.
- Takes meeting minutes for Policy Review Team (PRT) meetings.
- Regularly sends PRT recap emails to team.
- Updates documents and spreadsheets.
- Tracks the development of policies and procedures within the Policy Unit.
- Assists in maintaining the DDD Policy and Procedure Tracker.
- Reviews policies within the Policy Unit with attention to detail regarding naming convention and overall formatting.
- Preps all policies prior to sending out for Early Notification, Public Comment, and Publication.

- Sends prepped policies out for signature prior to publication.
- Updates email notification templates in the DDD Policy Unit email box for the following: Procedures, Early Notifications, State Ops Early Notification, Public Comment, and Publication.
- Sends internal and external email notifications for the following: Procedures, Early Notifications, State Ops Early Notification, Public Comment, and Publication.
- Maintains Standard Work and Desk Aid documents within DDD Procedure drive upon request of adding or replacing documents for other functional teams.
- Sends emails to team with upcoming policies due for Early Notification, Public Comment, and Publishing.
- Research and analyze Federal and State regulations.
- Maintains folders for storage of editable versions of all policies within the Policy Unit.
- Takes meeting minutes for the DDD Training Committee monthly meetings.
- Adds policy and procedure information into the Monthly Unit Meeting agenda.
- Updates internal documents as needed.

California (Remote)

March 2022 to November 2022

Air Quality Analyst

The Air Quality Analyst prepares technically sound and legally defensive air quality, greenhouse gas impact analyses including stand-alone technical reports, primarily for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, such as Initial Studies (IS), Environmental Analyses (EA), Environmental Impact Reports (EIRs) or Environmental Impact Statements (EIS).

- Provide support and assistance to Project Managers in research, technical writing and model/simulation functions, as requested, as well as provide recommendations to improve efficiency and effectiveness.
- Assist in developing technically and legally defensible air quality, greenhouse gas impact analyses and technical appendices to be included in CEQA and NEPA environmental documents.
- Use approved software models, such as the California Emissions Estimation Model (CalEEMod) and EMFAC, to estimate a project's air pollutant emissions.
- Assist in developing and quantify emission reduction potential of appropriate mitigation measures, if needed.
- Assist in developing technical reports or sections for environmental documents.
- Evaluate project construction-related and operational-related emissions.
- Assist in developing noise and vibration impact analysis for project construction-related and operational-related impacts.
- Develop and maintain mutually beneficial relationships with clients and colleagues.
- Plan, organize and coordinate air quality assessments.
- Provide effective and quality communication through written and oral methods.
- Work creatively as a member of an environmental assessment team.
- Knowledge of CEQA assessment requirements (thresholds and analysis methods for regional air pollutants, localized impacts, health risk impacts, cumulative impacts, and odors) from various Air Districts.
- Knowledge of US EPA, California Air Resources Board (CARB), and local Air Quality Management District /Air Pollution Control District regulatory programs (e.g., CEQA Guidelines, thresholds of significance, health risk impacts) and their application in CEQA/NEPA analyses.
- Proficiency in MS Office applications, Word, and Excel.

- Parker, Arizona

October 2018 to February 2022

Air Quality Specialist (AQS)

The Air Quality Specialist (AQS) was brought on with CRIT to build capacity of the Air Quality Program and to initiate air quality monitoring on the CRIT Reservation.

Projects include: Indoor Air Quality, Diesel Emissions Reduction, VW Settlement Diesel Emissions Mitigation Project through the VW Settlement Indian Tribe Trust, Development of Tribal AQ Codes and Regulations, Public Outreach, Development of Quality Assurance Project Plan for PM10, Ambient Air Monitoring for PM10.

Responsibilities include:

- Development, expansion, and enhancement of Air Quality Program.
- Apply for and implement projects under the Environmental Protection Agency (EPA) General Assistant Program and Clean Air Act (CAA) grant funding opportunities.
- Knowledge of EPA, State and Tribal air quality standards and/or policies.
- Prepare and submit new grant proposals for ambient air monitoring to USEPA Region 9.
- Develop work plan activities, budget, and calculate FTE.
- Administer grants, funding agreements, and contracts.
- Prepare monthly/quarterly reports for work activities.
- Develop administrative capacity.
- Write and follow work plans, budgets, and meet reporting requirements.
- Perform needs assessments, and ambient and indoor air quality assessments.
- Gather information from the community and interested entities regarding air quality concerns.
- Perform testing or analysis.
- Develop/update Emissions Inventories for sources of pollution on the CRIT Reservation.
- Public outreach, promote voluntary programs, and provide general air quality education to assist with the highest quality of air possible for residents of the Reservation current and in the future.
- Work with local, state, tribal, and federal entities.
- Participate in local, regional, and national policy groups/workgroups.
- Track and comment on state and federal policy and permits.
- Engage Tribal members in projects to improve sustainability, resilience, and air quality.
- Advise Tribal Officials on environmental air impacts and issues in land use planning and propose development of internal and outside projects to promote sustainable development of Tribal Lands.
- Develop Standard Operating Procedures (SOP) for the operation of meteorology equipment.
- Develop and implement an approved Quality Assurance Project Plan for all meteorological data collected.
- Knowledge regarding emission inventories; perform a physical Emissions Inventory within the exterior boundaries of the Reservation.
- Develop and maintain air monitoring projects for: PM 2.5/10, air toxics, meteorological, and National Ambient Air Quality Standards.
- Attend technical trainings.
- Public speaking to small and large groups.
- Good oral and written communication skills, as well as a great sense of customer service skills.

Board Experience

Lake Havasu City Disc Golf Club, Inc – Lake Havasu City, Arizona

July 2023 to Present

President

Since becoming an official member of the Lake Havasu City Disc Golf Club in late 2020, there had been previous conversation around becoming a Non-Profit for various reasons. Being goal oriented, I was able to take our club to non-profit 501(c)(3) status while being further classified as a public charity under Internal Revenue Code 170(b)(1)(A)(vi), and currently in my second cycle as President. After becoming a non-profit, the goal was to set a focus on our youth and grow a youth disc golf program. I have coordinated with the Lake Havasu City Unified School District, Principals and Physical Education teachers in order to make donations of disc golf equipment to elementary schools in our district. This far, we have been able to donate to four schools with the overall goal of providing disc golf equipment to all schools in Lake Havasu City. As President, we have been far more involved with running tournaments, fundraising, and participating in community events throughout the city.

Statutory Agent for incorporation of non-profit organization. Date of Incorporation 7/10/2023. Effective Date of Tax Exemption 6/28/2023. Elections to be renewed 7/1/2025.

Lake Havasu City Parks & Recreation Advisory Board – Lake Havasu City, Arizona

July 2024 to Present

Vice Chairperson

June 2023 to July 2024

Board Member

Acts as a liaison between the public and City Council when it comes to information and concerns around Lake Havasu City Parks & Recreation.

Volunteer Experience

Lake Havasu City Disc Golf Club – Lake Havasu City, Arizona

September 2020 to Present

Tournament Director/Club Member

Initially became a member of the club upon learning the sport of disc golf. Found a calling when it came time to take over running the Club's staple tournament, the Lake Havasu City Open in its 4th year. Have successfully planned, coordinated and grown the event to a two-day tournament with over 150 competitors from all over the country, hosting the most recent 8th Annual Lake Havasu City Open in February of 2025.

Operation Veterans' Hope, Inc. Non-Profit Organization – Carlisle, Pennsylvania

April 2016 to February 2017

Non-Profit Consultant

Meeting and planning with Carlisle Chamber of Commerce, planning special fundraising events, scheduling events and meetings within our organization, creating spreadsheets and professional documents, edit all documents within the organization before being released to the public, setting up displays and attending events to familiarize the Operation Veterans' Hope name with the local area.

Past Experience

[REDACTED] – Shippensburg, Pennsylvania

September 2016 to October 2017

Telematics Support Specialist

Customer Solutions – Sales Region Americas

Centralized in the Volvo Uptime Center focusing on Telematics with Volvo CareTrack and newly introduced ActiveCare Direct machine monitoring. Specializing in CareTrack Admin portal for invoicing and dealer training.

- Maintain close working relationships with customers.
- Design and create contract and agreement documents.
- Manage contracts and agreements.
- Establish enrollment process leading up to contract execution.
- Manage customer accounts with back-end support.
- Create training documents for customers to assist with managing their accounts.
- Manage invoicing and dealer training.
- Create training documents to be utilized by Volvo CE Dealers to assist with management of their customers.
- Support improvement on programs and business initiatives within department.
- Analyze customer information, product and billing data for appropriate execution and tracking.
- Create reports analyzing profitability and trends by region.
- Create PSI (Parts and Service Information) documents for Volvo employees and Dealer Network.
- Provide National Account and Dealer Support.
- Focus on warranty data integration from internal programs UCHP and BEAT.
- Manage monthly KPI reporting within department.

[REDACTED] Pennsylvania

June 2014 to August 2016

Estimating Assistant

Assist Project Managers, Estimators and Project Administrator with subcontracts, purchase orders, certificates of insurance from multiple sub-contractors, log submittals, write change order requests and document dollar amounts. Prepare, create and re-design excel spreadsheets, print valuable construction documents and drawings, schedule appointments, run bids to public and private events, send out bid-invitations and monitor potential construction projects. Administrative duties consist of filing, ordering supplies and welcoming the general public.

██████████ - **Carlisle, Pennsylvania**

February 2014 to June 2014

Test Technician

Working with mobile devices from one of the top-rated end-user electronics manufacturers, Apple, Inc. Tested functionality and analyzed devices for fraud tampering. Followed precise work instruction for each specific test leaving room for no mistake. Dissected devices, performed a series of tests on internal hardware and rebuilt the device to its previous working condition. Often chosen for special projects where quality is of the utmost importance.

██████████ - **Concord, California**

July 2010 to November 2013

On-call Project Assistant

Employing project management processes such as initiation, planning, execution, monitoring, controlling, and closing phases, I maximized productivity, teamwork, and profitability. Recognized for outstanding interpersonal communication and client relations skills. In addition, I possess a positive attitude and a collaborative approach in deadline-driven environments.

July 2004 to September 2007

On-call Administrative Assistant

Grew up as a product of a family-owned construction business, rapidly expanded knowledge, responsibilities, and expertise.

██████████ - **Pittsburg, Tracy & Stockton, California**

November 2006 to November 2013

Supervisor

Monitored sales and labor issues daily to maximize profitability without sacrificing customer service. Worked in conjunction with General Manager, Regional Managers and corporate Accounting to maintain P&L for the store. Maximized efficiency in the store through the usage of daily store audits.

██████████ - **Lathrop, California**

July 2008 to September 2011

Supervisor & Merchandiser

Promoted to supervisor based on record-setting sales performance. Conducted interviews, hired, and trained associates. Measured and reported actual performance and created performance improvement plans as necessary. Reduced cost, increased sales, and improved bottom line profits. Directed daily operations, analyzed data, and made decisions regarding labor costs, budgeting, sales forecasting, and P&L. Conducted monthly inventory within store and warehouse, completed purchase order logs, P&L, and weekly sales reports. Merchandised new and existing products.