

DATE: 04/11/2018

TO: City Clerk

FROM: Peter Svarzbein Representative of District 1

ADDRESS: 8001 N. Mesa E-118 TELEPHONE 915-205-1469

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of April 17, 2018

Item should read as follows: Appointment to the Ad Hoc Charter Advisory Committee by Representative Peter Svarzbein, District 1

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Ad Hoc Charter Advisory Committee

NOMINATED BY: Peter Svarzbein DISTRICT: 1

NAME OF APPOINTEE Deborah Hamlyn  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: ADDRESS: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_

\_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: \_\_\_ NO X**

**IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: NO**

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:**

N/A

**WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?**

NAME OF INCUMBENT: N/A

EXPIRATION DATE OF INCUMBENT: N/A

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: \_\_\_\_\_  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT:

04/17/2018

**TERM BEGINS ON :**

04/17/2018

**EXPIRATION DATE OF NEW APPOINTEE:**

06/12/2018

PLEASE CHECK ONE OF THE FOLLOWING:

1<sup>st</sup> TERM:  X

2<sup>nd</sup> TERM:  \_\_\_\_\_

UNEXPIRED TERM:  \_\_\_\_\_

# **DEBORAH G. HAMLYN**

## **SUMMARY**

Native El Pasoan and locally recognized leader with close to 40 years of proven public service experience with the City of El Paso in a variety of progressively responsible positions of senior management and executive levels. Held several city planning, grant and interim leadership positions; managed a large umbrella department and served in the capacity of an Assistant Chief Administrative Officer and Deputy City Manager. Specific areas of expertise include: capital project implementation, monitoring/compliance and technical assistance; strategic and collaborative planning; development of policies and procedures; executive coaching, recruiting and hiring; grantsmanship; problem-solving and consensus-building; research; community capacity building; creative affordable housing, neighborhood and community development projects; and strong relationships and knowledge of El Paso arts and culture community.

Primary Characteristics include:

- Proven leader, honest, trustworthy
- Strong organization and process skills
- Self-motivated, 'people person'
- Consensus-builder, good communicator
- Positive attitude, great energy
- Know and embrace the community
- Conversant in Spanish, but not fully bilingual.

## **PROFESSIONAL EXPERIENCE**

### **Consultant – 2012-Present**

Successful Executive Recruiting; Administrative Management & Oversight; Community Consensus Building; Planning & Development; Grant Writing and Implementation; Human Resource Assessment and Solutions; Procurement and Project Management; Art, Music & Cultural Strategic Planning and Implementation.

### **City of El Paso, Texas**

#### **Deputy City Manager – Quality of Life/ Community Services 2005 to 2012**

Hired as Deputy City Manager (DCM) in 2005 by Joyce Wilson, first City Manager, immediately following a community vote on a charter amendment to create a Council/Manager form of government. DCM responsibilities included oversight of the operation of a large Portfolio of highly diversified City Departments with a myriad of different and sometimes competing issues---Community and Human Development; Economic Development/Planning; Parks and Recreation; Health and Animal Services; Library; Museums and Cultural Affairs; Convention and Visitors Bureau; and Zoo. Tasks included but were not limited to daily problem solving

between Departments and elected officials; highly responsible and complex administrative management; oversight of internal operations service delivery; and assuring high productivity and efficiency while delivering great customer service.

**Significant achievements accomplished immediately preceding retirement:**

- 2012 Quality of Life Bond Issue – Team leader for development & implementation of successful \$474 solicited proposals & consolidated program for City Council approval to send to the voters for November, 2012 Election . Positive outcome- large turnout.
- Collaborated with an internal consultant to conduct an extensive assessment of the Planning, Building Permitting and Inspection functions to determine how to better serve the public in a more direct and expeditious manner. Result--- creation of a new and successful One Stop Business Center which accelerated the permitting process for residential construction and short term projects.

**Assistant Chief Administrative Officer Quality of Life Portfolio 2003 to 2005**

Appointed by Mayor Wardy to this position as the City transitioned to the Council/Manager form of government. Duties included assisting in the consolidation of approximately 30 City Departments into 4 separate large portfolios with similar missions, goals and objectives. Duties included oversight of the Quality of Life Departments – conducted individual detailed SWAT Analysis and identified gaps in resources going forward. Created strong networking capabilities between departments and provided leadership and guidance to assure continuity and strong team effort.

**Director - Community and Human Development Department 1987-2002**

Appointed first woman Department Head in the City of El Paso. Task- to lead a large federally funded grant department. Facilitated over \$280 million in public work projects, affordable housing, emergency shelter and social services to create more viable neighborhoods for low and moderate income families.

Significant achievements included:

- Created a multi-million dollar program to renovate the Old San Francisco Historic District. Received Best Proactive Showcase Award for innovative reuse of National Historic District.
- Team leader in crafting the successful application of El Paso Empowerment Zone Designation. Tremendous bottoms up process involving hundreds of residents.
- Created an Innovative Collaborative Planning Process of distribution of social service funding. Received Best Practice Award and subsequently duplicated nationally.

**1974 to 1987** -held various progressively successful Planning and Grant positions within the City of El Paso Municipal government.

**EDUCATION AND TRAINING**

1971-B.A. – Sociology – University of Texas-Austin

1974-M.A. – Urban Studies – Loyola University of Chicago

## **PROFESSIONAL AFFILIATIONS/AWARDS**

Spirit of Amigo Award  
El Paso Inc. recognition  
Conquistador Award  
Leadership Texas  
YWCA 2007 REACH Award  
Leadership El Paso  
Woman of the Year in City Government  
Who's who in the Southwest

## **CURRENT PROFESSIONAL AFFILIATIONS:**

Center Against Family & Sexual Violence – In-coming Board Chairman & Capital Campaign Committee  
El Paso Pro Musica - Vice President – Board of Directors  
Hospitals of Providence – East Campus Governing Board – Former Chairman  
Woman's Executive Forum – Former President

## **PREVIOUS PROFESSIONAL AFFILIATIONS:**

Temple Mt. Sinai- Vice President Board of Trustees  
Humane Society Board of Directors – Former Chairman  
El Paso Jewish Federation – Board of Directors  
Rotary Club of El Paso  
El Paso Empowerment Zone Corporation  
El Paso Center for Non Profit Management  
Greater El Paso Housing Development Corporation  
El Paso Service Education Labor Corporation  
American Planning Association  
El Paso Opera Company  
El Paso Symphony Orchestra  
United Way of El Paso  
Kern Place Association