

DATE: April 6, 2016

TO: City Clerk

FROM: Representative Claudia Ordaz

ADDRESS: 300 N. Campbell, District 6 TELEPHONE 915-212-0006

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

Agenda for the Council Meeting of April 19, 2016

Appointment of Fareed Issa Khlayel to the Regional Renewable Energy Advisory Council by
Item should read as follows: Representative Claudia Ordaz, District 6.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Regional Renewable Energy Advisory Council

NOMINATED BY: Representative Claudia Ordaz DISTRICT: Six

NAME OF APPOINTEE Fareed Issa Khlayel
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ 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:

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

NAME OF INCUMBENT: _____

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 4/19/16

TERM BEGINS ON : 3/3/16

EXPIRATION DATE OF NEW APPOINTEE: 3/3/17

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM: _____

UNEXPIRED TERM: _____

Fareed “Freddy”Issa Khlayel

EDUCATION

2003-2008 Texas Tech University Lubbock, TX
Bachelor of Arts, with Highest Honors

Relevant Work Experience

2009-Present Galaxy Homes
6130 Doniphan, El Paso, TX 79912

C.O.O

Company Share holder/Chief Operations Officer

- Total development of 3 different multifamily apartment complexes in El Paso 79912 zip code for Coronado Springs Apartments at 5801 Silversprings, Lawndale Townhomes at 5817 Lawndale, and Double View Apartments at 5570 Confetti from 2011-2015. Subcontracted 80% of work, but self installed interior cabinetry and kitchen/bathroom granite work. Also coordinated with Public Service Board to self install water liens from property at 5801 Silversprings to main water line going down Shadow Mountain. Combined project and contract worth was \$6,300,000.00
- Bid and won Contracts with Jordan Foster Construction in El Paso Texas in June 2015. Performed and subcontracted work for this project to produce and install interior cabinetry, and all granite counter tops at the project located at 12120 Pebble Hills, El Paso TX 79936, Phase 1, Phase 1. Contract worth \$510,000.00
- Bid and won a contract with Daren Kenda Homes to supply materials for and install cabinetry and granite countertops for the project located at 2727 Montana Avenue, El Paso TX 79903 in June 2014. Contract worth \$23,000.00
- Won contract to install cabinetry and granite with Aber Construction multi-family project located at 711 Gato Rd, El Paso TX, 79932 in August 2015. Contract worth \$21,000.00

2013-Present Coronado Springs L.L.C
5801 Silversprings, El Paso, TX 79912

C.E.O- Manage a property portfolio of 90 combined multifamily units, 10 homes, 1 shopping center, 1 car lot.

Supervises: Supervises entire on-site staff (i.e., Assistant Community Manager/ Bookkeeper, Leasing Coordinator, Leasing Consultant(s), Community Service Supervisor/Assistant Community Service Supervisor, Service Technician(s), Make-Ready Technician(s), Groundskeeper(s), Painter(s), and Housekeeper(s))

Financial

- Demonstrate ability to understand financial goals, operate asset in owners’ best interest in accordance with Policies & Procedures Manual.
- Maintain accurate records of all community transactions and submit on timely basis (i.e., rent rolls, delinquency reports, move-in/move-outs, etc.).
- Prepare annual budgets and income projections in a timely and accurate manner.
- Ensure that all rents and late fees/check charges are collected, posted and deposited in a timely manner.
- Generate necessary legal action, documents and process in accordance with State and Company guidelines.
- Provide constant vendor/contractor communications concerning scheduling, billing, vendor relations and certificates of insurance.
- Ensure that A/P invoices are submitted to the corporate office for payment, handle petty cash and all funds.

Leasing

- Ensure property is rented to fullest capacity.
- Utilize marketing strategies to secure prospective residents.
- Confirm that leasing staff techniques are effective in obtaining closing.
- Confirm that leasing staff gather information about market competition in the area and file.
- Continually monitor and analyze traffic logs, conversion ratios, budget guidelines, renewal information, marketing data, etc., to be able to give up-to-date and proper information when requested by others.
- Represent the company in a professional manner at all the times.

Administrative

- Prepare and/or implement procedures and systems within company guidelines to ensure orderly, efficient workflow.
- Confirm all leases and corresponding paperwork are completed and input to software System accurately and on a timely basis.
- Ensure current resident files are properly maintained.
- Ensure all administrative paperwork is accurate, complete and submitted on a timely basis.
- Lead emergency team for community. Ensure proper response and handling of all community emergencies with staff, residents, buildings, etc. within company guidelines to minimize liabilities (i.e., criminal activity on community, employee/resident injuries, fires, floods, freezes, etc.).

Resident Retention

- Deal with resident concerns and requests on timely basis to ensure resident satisfaction with management.
- Develop and/or implement resident retention programs (i.e., resident functions, special promotions, monthly newsletters, etc.).
- Ensure distribution of all company or community-issued notices (i.e., bad weather, emergency, etc.).
- Consistently implement policies of the community.

Personnel Management

- Consistently use successful techniques and company directives to screen, hire, orient and train new personnel.
- Ensure efficiency of staff through ongoing training, instruction, counseling and leadership.
- Plan weekly/daily office staff schedules and assignments.
- Coordinate maintenance schedule and assignments with Maintenance Supervisor.
- Administer action plans consistently, and on a timely basis with performance problems. Document appropriately, communicate situation supervisor, Human Resources Director, and terminate properly when necessary.
- Provide support to staff to encourage team work and lead as an example in creating a harmonious environment.
- Ensure all administrative processes involving personnel are handled on a timely basis (i.e., performance evaluations, salary reviews, time sheets, change of status forms, etc.).

Maintenance

- Maintain community appearance and ensure repairs are noted and completed on timely basis. This requires regular community inspections and tours.
- Assure quality and quantity of market ready apartments.
- Ensure that models and market ready apartments are walked daily and communicate any service related needs to maintenance.
- Ensure that all service requests are recorded and communicated appropriately to maintenance.

Safety:

Learn and ensure compliance with all company, local, state and federal safety rules.

Ensure that unsafe conditions are corrected in a timely manner.

Direct staff to follow a “safety first” principle.

2015-Present

Sun City Sounds and Wheel Center
619 South Stanton, El Paso, TX 79901

C.F.O

Wholesale of electronics, car audio equipment and wheels.
Oversee and manage audits, inventory.
Create monthly expense and tax reports

2015-Present

BB&M Financial
110 Pine Ave Ste 3, Long Beach, CA 90802

C.E.O/Owner

Provide bridge financing for clients who are trying to finance a home, vehicle, small business loan or provide collateral in the form of a title for a loan.

Current non-profit activities 2015-2016-Present

- Business advisory board (Greater El Paso Chamber of Commerce)
- El Paso Hispanic Chamber of Commerce, selected to participate in “Jovenes Empresarios” community leadership course
- City of El Paso, Participant in 10th annual Neighborhood Leadership Academy
- Voted almoner for El Paso Valley Scottish rite (mange El Paso Scottish Rite Hospital Charity Fund)

REFERENCES

Jessica Herrera Assistant Director, City of El Paso	(915) 261-8649 HerreraJL@elpasotexas.gov
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Osama Azzam Dareen Kenda Homes C.E.O	(915) 588-4646 doubleviewep@gmail.com
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Victor Dominguez Jordan Foster Construction	(915) 877-3333 vrdominguez@jordanfosterconstruction.com
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Tom Higgins Executive Committee for Valley of El Paso Scottish Rite	(915) 355-9522 tomhiggins@sbcglobal.net
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Renard Johnson President/C.F.O METI	(915) 772-4975 rjohnson@meticorp.com
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TEACHING EXPERIENCE

- 2005- Texas Tech University Lubbock, TX
Private Instructor
- Taught sectionals and private lessons in high school low strings, guiding several students to success in honor ensembles and All-State solo contest.
- Masterclass Organizer*
- I have hosted and organized an Undergraduate Conducting Class for my colleagues where I provide piano accompaniment and have everything ready so that the instructor has optimal time to teach everyone.
 - Volunteer music teacher in piano and cello.

RELATED WORK EXPERIENCE-

- Shift Manager at Car audio installation garage. Worked as salesman, technician, and installer. El Paso, TX May 2004-06
- Jerusalem Grill Restaurant kitchen staff worker. Made kosher style dishes and waited. ELP May 06-07
- Worked as Secretary for a construction company, archiving many items on inventory and expenditures using many computer software programs.
- Lubbock Symphony Orchestra Stage Manager 07-
- Teaching Assistant at TTU. Library and leadership duties. Fluent in both Mac and PC OS. Microsoft Office. 07-08
- Project Manager for Galaxy Homes of El Paso 2009 (915)-274-1748

VOLUNTEERING EXPERIENCE

- Performances for United Methodist Church for Sunday mass LBK
- Performer and house volunteer Carillon retirement center in LBK
- University Medical Center TTU, Children's Unit, perfumer
- Pro-bono clinician for Southwest String Association
- El Paso Youth Orchestra, ensemble coach and assistant to director
- Ronald McDonald House of El Paso (general Volunteer)
- Registered volunteer for city of El Paso Health Services
- Rawlings Dental Clinic, City of El Paso
- Provide music lessons for interested families.
- Almoner for Valley of El Paso Scottish rite (Manage Charity Funding)

Public Health Volunteering

- Rawlings Dental Clinic Intern (chart, sterilize and help at front desk)
- Scott Stein Dental (Shadowing and volunteer service)
- Daniel Allen Orthodontics (shadowing and volunteer service with Dr. Sanchez)
- Administer vaccinations for Dorper goats at a local ranch.
- Provide transportation for families of the Ronald McDonald House to attend dental appointments.
- Mentor to young men with Asperger Syndrome (built a friendship and encouraged proper health habits and dental hygiene presentations.)
- Accompanied Rawlings staff to mobile satellite vehicles to provide dental treatment to underserved populations.
- Accepted into 2nd class of for UTD Bio-Medical Science Post-Bacc to further and complete pre-health education.

AWARDS AND HONORS

- El Paso Hispanic Chamber of Commerce (Selected to participate in a future community leadership course)
- Greater El Paso Chamber of Commerce (Nominated for young entrepreneur of the year, 2015)
- C.H Music Scholarship
- Concerto Competition Performer
- Texas Tech University Symphony Orchestra
- Texas Tech Sinfonietta
- Lubbock Chamber Orchestra
- Lubbock Camerata
- Texas Tech Undergraduate Piano Trio 2004-2007

PROFESSIONAL AFFILIATIONS

- The Conductor's Guild
- American Symphony Orchestra League
- Texas Music Educators Association
- Progress321
- El Paso Hispanic Chamber of Commerce
- Greater El Paso Chamber of Commerce