

DATE: 10/22/2018

TO: City Clerk

FROM: City Representative Cissy Lizarraga

ADDRESS: 300 N. Campbell TELEPHONE 915-212-1008

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

Agenda for the Council Meeting of 30 October 2018

Item should read as follows: Re-appointment of Elvira Galván Galindo to the Greater El Paso Civic, Convention And Tourism Advisory Board by City Representative Cissy Lizarraga, District 8

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Greater El Paso Civic, Convention And Tourism Advisory Board

NOMINATED BY: Representative Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Elvira Galván Galindo
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

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

HOME ADDRESS: _____

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

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: X NO _____

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: CARLOS VALLES; SUPERVISOR, STREETS AND MAINTENANCE; BROTHER-IN-LAW

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

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

NAME OF INCUMBENT: Elvira Galván Galindo

EXPIRATION DATE OF INCUMBENT: 08/20/2018

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

DATE OF APPOINTMENT:

TERM BEGINS ON : 10/30/2018

EXPIRATION DATE OF NEW APPOINTEE: 08/20/2018
08/20/2020

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

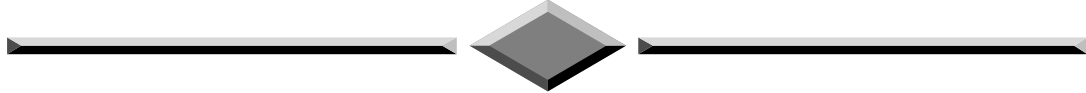
2nd TERM: _____

UNEXPIRED TERM: _____

Elvira Galván Galindo

email:

Citizenship: United States of
America



WORK HISTORY:

Work Study – El Paso Veterans Administration, El Paso, Texas

February 27, 2017 to (June, 2017) Veterans Administration Equal Employment Manager (25 hours a week. Resigned.

Under general supervision provide clerical assistance to EEO Manager.

December 28, 2015 to December 9, 2016 Veterans Administration Eye Clinic (25 hours a week)

Under general supervision called patients to remind them of their appointments, inserted appointment letters in envelopes, sealed, prepared to mail out, answered telephones as needed, other duties as assigned.

GRANTS PLANNER in Community & Human Development, Admin. Section, City of El Paso

*June 15, 2000 to December 1, 2004 (Full-time-40 hours a week (4 years and 6 months))
Retired December 1, 2004*

Under general supervision, was responsible for contract implementation and monitoring of the Emergency Shelter Grant (ESG) and Supportive Housing Programs (SHP). Responsibilities included coordinating grant proposals for a minimum of 12 social services agencies that provide emergency shelter and homeless assistance to the El Paso community. Maintained budgets and processed ESG and SHP reimbursement requests for grants averaging \$440,000 a year. Developed processes for implementation of revised federal regulations, prepared scopes and exhibits for contracts. Prepared letters of support for **City Attorney's** review and approval for the Mayor's signature, such as for the Homeless Veterans' Transitional Living Center and Letters of Support. Represented department at City Council meetings, other meetings, processed certificates of consistency, letters of support for either the department head's or Mayor's signature, and other duties as were assigned. *Proficient in the use of Microsoft Word, Excel, Access and Powerpoint.*

GRANTS SPECIALIST in Community & Human Development, Enterprise Community

Program Section, City of El Paso

November 18, 1998 to June 14, 2000 (Full-Time-40 hours a week) (1 year & 7 months)

Assigned to the Enterprise Community Program Section. Under general supervision, was responsible for the financial portion of a \$2.97 million federal grant. Main responsibility was to maintain budget control and receive billings from grantees, review them and if all documentation was appropriate, process payments, using Excel spreadsheets. In Grant Planner's absence, conducted neighborhood meetings and represented the department at public meetings. Provided assistance to the Grant Planners as required. Prepared agreements for **City Attorney** review and approval before submitting for City Council approval. Worked on the computer approximately 70% to 80% of the time. Performed research, prepared financial and statistical reports and performed other duties as assigned.

STATION OPERATIONS COORDINATOR, Police Department, City of El Paso

June 10, 1996 to November 17, 1998 (Full-Time-40 hours a week) (2 years & 5 months)

Under Commander's general supervision worked as Station Manager for the Police Central Regional Command Center with a staffing level of about 200 police officers and clerical staff. Prepared operational budget, maintained and monitored budget and expenditures, issued equipment to the officers, ordered supplies, coordinated building operations, maintenance and fleet management. Evaluated operational problems, prepared recommendations, and prepared reports as assigned. **Supervised** clerk typist and two senior volunteers. Maintained records on computer using Microsoft Word, Access and Excel.

CHIEF LICENSE INSPECTOR, Comptrollers Department, License Section, City of El Paso

Oct. 23, 1994 to June 7, 1996 (Full-Time-40 hours a week) (1 year & 8 months)

Supervised, administered, coordinated and planned the operation of the License Section under general supervision. Was responsible for studying and reviewing the operational problems and making recommendations to bring section procedures into the 20th Century. **Supervised**, trained, guided and evaluated 6 employees, including one senior volunteer. The License Section issued approximately 25 different categories of licenses and/or permits and is responsible for enforcement of City Licensing ordinances and laws. Worked with the news media, Federal, State and County agencies and consulted and worked extensively with **Legal Staff**, other City departments, City officials, and the public in enforcement, revenue collection of licenses/permits and information dissemination. Responded to questions regarding policies, practices, and procedures of the section. Represented the department at meetings of public or private agencies. Reviewed and researched changes in state licensing laws and reviewed ordinances to make recommendations to department head for needed changes. Issued Class 'C' citations, collected data, attended court hearings, prepared correspondence, made reports, made recommendations regarding operational problems, and performed other duties as assigned.

CONTRACTS COMPLIANCE SPECIALIST, Engineering Department, Construction Section, City of El Paso

Aug. 28, 1989 to Sept. 1994 (Full-Time-40 hours a week) (5 years & 1 month)

Duties included **supervision** and participation in the assembly of bidder's construction contract packages, reviewing specifications for typographical errors, and working closely with the Purchasing Dept. in scheduling advertisement and bid opening dates. Worked closely with Legal Staff, requested recommendations, prepared and assembled bid award packages which were submitted to Mayor and Council for approval. Worked with contractors, subcontractors, business representatives, Federal, State, County, and City Agencies. Reviewed and certified applications for Minority/Female Business Enterprise. Submitted biweekly Project Status Report, Contract and Sub-contract Activity Reports, Labor Standards Enforcement Report and other reports as assigned. **Supervised**, trained, assigned and reviewed work of assigned personnel. Monitored contracts, payrolls and visited job sites to interview employees to assure correct payment of wages to recommend payment of contractors' bills if correct. Assumed administrator's responsibilities in his absence, and all other duties as assigned. Received a letter of commendation from Department of Housing and Urban Development (HUD), during one of their audits for outstanding work that I did as a Contract Specialist.

PERSONNEL TECHNICIAN II, Personnel Department, City of El Paso

March 18, 1975 to Aug. 27, 1989 (Full-Time-40 hours a week) (14 years & 5 months)

Was the **supervisor** for the Certification Section where I was responsible for the filling of all departmental requisitions for personnel in accordance with Civil Service Commission Rules & Regulations. Was responsible for interpreting and explaining policies, procedures, rules and regulations as required to department heads, supervisors, employees and applicants. Worked closely with other departments and **City Attorneys**. **Supervised** all personnel in the section, numbering anywhere from 2 to 6 people. Reviewed job applications for documents, compiled data for reports and surveys as assigned and verified and forwarded billings for payment. Performed data entry, worked on a personal computer, maintained transfer lists, lay-off lists, reinstatement lists and other duties as were required. Promoted and transferred to Engineering Dept.

CLERK TYPIST I, Police Department, City of El Paso

April 22, 1974 to March 17, 1975 (Full-Time-40 hours a week) (1 years & 1 month)

CLERK TYPIST in the Maintenance Agreement Section, Sears, Roebuck & Co.

July 1972 to April 20, 1974 (Full-Time-40 hours a week) (1 year & 10 months)

CLERK TYPIST in the Maintenance Agreement Section, Sears, Roebuck & Co.

Aug. 1968 to July 10, 1971 (Full-Time-40 hours a week for 26 months, Part-Time-25 to 30 hours a week for 9 months) (2 years & 11 months)

PRINTER AND ASSEMBLER, Educational Media Center, El Paso Independent School District

Oct. 1967 to Aug. 1968 (Part-Time-20 hours a week (10 months))

CASHIER, El Volcan Bakery

Aug. 1963 to Sept. 1964 (Part-Time 8 to 16 hours a week) (1 year & 1 month)

CASHIER, Hillside Elementary School (was in 6th grade)
1962 (part-time during my lunch hour)

EDUCATION:

Park University

Currently working on Masters of Business Administration. Finishing last class on October 4, 2017.

G.P.A. of 3.9 currently at Park University

University of Phoenix:

Bachelor of Science in Business Management at University of Phoenix, January 2001
69 credit hours – graduated with Honors

G.P.A. of 3.92 at University of Phoenix

El Paso Community College:

69 hours towards Associate in Business Administration at El Paso Community College

G.P.A. of 3.95 at El Paso Community College

On President's Honor Roll and Dean's List at El Paso Community College

138 total college credit hours

Thomas Jefferson High School

Graduated in top 10% of Class, ranking #13 in class of 364, with 4 year average of 91.91

National Honor Society Vice President

Optimist Club Good Citizen Award (several years)

Scholastic Sweater Award Winner

Science Fair Honorable Mention & 1st Place

Daughters of the American Revolution Good Citizen Award

Youth Appreciation Award

Geometry 1st Place

Typing speed of 65 to 70 words per minute with 1 error

Currently volunteer with:

Lifetime member with Veterans of Foreign Wars (VFW) Auxiliary Chapter 10354

Lifetime member with Associates of Vietnam Veterans' of America Post 574

Member of Area Network for Disabilities and Aging

Completed City of El Paso's 9th Annual Neighborhood Leadership Academy 2015

City of El Paso Advanced Neighborhood Leadership, Academy August 30, 2016

County Elections Volunteer Deputy Voter Registrar

Election Judge Precinct #84
Precinct Chair #84

Previously volunteered:

El Paso Community College Senior Adult Program

Area Agency on Aging, Volunteer Ombudsman, resigned January 2015, too difficult to deal with the deaths of the nursing home residents.

Copies of college transcripts provided upon request.

Professional references:

Ms. Nathalie Prise, (retired Community & Human Development Asst. Director)

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Mr. Juan Sandoval, (retired Tax Dept. Administrator)