

DATE: November 16, 2017

TO: City Clerk

FROM: City Representative Alessandra Annello

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0002

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

Agenda for the Council Meeting of November 28, 2017

Appointment of Kate Helsten to the Building and Standards Commission by City Representative  
Item should read as follows: Alessandra Annello. (Regular Member – Community Affairs Category)

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

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission

NOMINATED BY: City Representative Alessandra Annello DISTRICT: Two

NAME OF APPOINTEE Kate Helsten  
(Please verify correct spelling of name)

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

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

CITY: \_\_\_\_\_ ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: TX 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: N/A

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: Michael Bray

EXPIRATION DATE OF INCUMBENT: 02/15/17

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

DATE OF APPOINTMENT: 11/28/17

TERM BEGINS ON : 02/15/17

EXPIRATION DATE OF NEW APPOINTEE: \_\_\_\_\_

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: X

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

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

# Kate Helsten

Accomplished Real Estate Sales Agent with proven sales track record. Able to generate own business through aggressive prospecting and networking. Successful in working with buyers, sellers and developing long term relationships with clients. Multi-million dollar producer and in Top 2% of El Paso REALTORS.

## Education

- Champions Real Estate School
- Kaplan Real Estate School
- Texas Real Estate License 10/31/2008-Present  
Associate Broker
- New Mexico Real Estate License 10/30/2013-Present  
Broker
- University of Montana, Missoula, MT. 1986-1990  
Major- Communications

## Professional Experience

09/1/2015 – Present

REALTOR | Coldwell Banker Legacy| El Paso, TX. - Full time REALTOR assisting home buyers, sellers, commercial buyers and renters in the El Paso, TX. and Santa Teresa/Las Cruces NM. area.

- USAA Relocation Certified
- Foreclosure Specialist-FreddieMac and Secretary of Veterans Affairs

10/31/2009 – 09/1/2015

REALTOR | Prudential BKB Realtors | El Paso, TX.

- Coordinate appointments to show homes to prospective buyers.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Contact property owners and advertise services to obtain property sales listings.
- Negotiate offers whether representing the buyers or sellers.

- Help buyers obtain financing at the best prevailing rates and terms.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Transparent transactions with my clients. My clients are knowledgeable and informed throughout the entire transaction from start to finish and even after the closing.

## Awards & Acknowledgements

- Neighborhood Leadership Academy participant-01/2017-06/2017 El Paso, TX.
- Coldwell Banker International Diamond Society-production achievement during 2015, 2016, 2017
- Coldwell Banker Top Producer, Top Listing Associate and Top Overall Production 2016
- Prudential BKB Realtors Leading Edge Top Producer 2012, 2013, 2014
- Prudential BKB Realtors-Top 3 Producer in the state of Texas.
- GRI Certification 1/2009-Graduate Real Estate Institute Designation
- Member of National Association of REALTORS (NAR)
- Member of Texas Association of REALTORS (TAR)
- Member of Greater El Paso Association of REALTORS (GEPAR)