

DATE: 11/21/2017

TO: City Clerk

FROM: Representative Henry Rivera

ADDRESS: 300 N. Campbell TELEPHONE 915 212-0007

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

Agenda for the Council Meeting of November 28, 2017

Appointment of Sandra Hernandez to the City Plan Commission by Representative

Item should read as follows: Henry Rivera, District 7

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City Plan Commission

NOMINATED BY: Representative Henry Rivera DISTRICT: 7

NAME OF APPOINTEE Sandra Hernandez
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: El Paso ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

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:

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: Charlie Madrid

EXPIRATION DATE OF INCUMBENT: 10/17/2017

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

DATE OF APPOINTMENT: 11/28/2017

TERM BEGINS ON : 10/18/2017

EXPIRATION DATE OF NEW APPOINTEE: 10/17/2019

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

2nd TERM: _____

UNEXPIRED TERM: _____

Sandra Hernandez

EDUCATION

University of Texas at El Paso – Master of Arts in Leadership Studies – Public Administration (2010)

University of Phoenix - Bachelor of Science in Business Administration (2008)

CAREER EXPERIENCE

Realty Connect, LLC
Real Estate Agent

El Paso, TX
August 2015 – Present

- Respond to new leads in a timely manner, and maintain consistent follow up to convert into appointments.
- Manage all leads in contact database system, set and complete tasks in the system, and track all client communications.
- Identify homes that meet prospective buyers' home search criteria, schedule showings, and help the refine their criteria.
- Stay up to date with the real estate market and educate clients about market trends and the home buying process.
- Write and submit offers on behalf of clients, effectively negotiate offers and oversee the entire process to close.
- Coordinate inspections, assist in negotiations regarding repairs, and coordinate completion of repairs.
- Regularly update & maintain communication with clients, agents, lender, etc.
- Schedule and coordinate closing process, review closing paperwork, attend closings and inspections.

City of El Paso – Capital Improvement Department
Contract Development Coordinator

El Paso, TX
May 2016-June 2017

- Develop, write, negotiate, finalize and execute professional services and construction contracts
- Develop, implement and oversee processes and administration of established contracts.
- Determine if proper funding is encumbered and allotted.
- Ensure expenditures do not exceed funding allocation.
- Ensure all work is authorized by the appropriate governing authority.
- In coordination with the Legal Department, instruct and technical assistance to internal and external engineers, developers and contractors in the meaning and application of contractual terms and conditions.
- Oversee and determine contract compliance.
- Monitor bid process, proposals and contracts. Evaluate bids, proposals and contracts.
- Create and maintain contract and financial tracking systems. Prepare financial and operating reports.
- Supervise employees. Appraise employee performance. Provide training and development.

City of El Paso – El Paso Metropolitan Planning Organization
Regional Transit Analyst

El Paso, TX
March 2015- May 2016

- Participate in the analysis and development of regional and international multi-modal plans, programs and projects
- Collect, develop, analyze and record information, data, and statistics
- Develop, coordinate and maintain databases as directed
- Analyze technical, financial and administrative reports, statements and correspondence
- Conduct technical research and analysis, evaluate findings, identify significant issues, determine options and develop recommendations on funding transportation projects
- Coordinate and participate in financial analysis of the metropolitan transportation plan, transportation improvement program, statewide transportation improvement programs, and unified transportation program
- Meet with private and public sector professionals and representatives in addressing regional transportation planning issues
- Represent the department and provide technical support, information and guidance on planning issues
- Attend board and committee meetings, citizen group meetings and other gatherings as required to represent the department

City of Socorro
City Clerk (Department Director)

Socorro, TX
August 2012 –March 2015

- Manage all services and activities of the City Clerk Office
- Develop and implement goals; recommend and administer policies and procedures
- Coordinate municipal elections to ensure conformance; train election judges
- Attend all city council meetings; prepare and maintain City Council agendas, postings, distributions, and minutes
- Write and prepare ordinances, resolutions, proclamations and policies
- Prepare and advertise all notices and legal publications required by law
- Implement and oversee records management system
- Respond to Open Records Request
- Manage and maintain the city website (HTML Code)
- Implement and oversee the codification of ordinances
- Administer insurance claims
- Provide Notary Public services
- Develop and write bids, requests for proposals, and requests for qualifications
- Act as a purchasing agent along with the Chief Financial Officer
- Manage a \$200,000.00 department budget
- Assist in the development and preparation of the yearly city budget and tax assessment
- Supervise two employees
- Accomplishments:
 - Developed a purchasing policy to include stricter controls, thresholds and ethics
 - Developed and successfully implemented E-Cigarette Ordinance banning the use of E-cigarettes in public places
 - Responsible for the implementation of codifying all ordinances

City of El Paso – City Development Department
Planner

El Paso, TX
May 2011 – August 2012

- Research information, contracts, ordinances and other resources
- Read and interpret ordinance information, maps, site plans and answer questions public may have
- Gather and analyze data. Research land ownership, transportation plans, urban growth, ordinances and other data.
- Develop supporting materials for presentations. Assist in identifying significant issues. Prepare recommendations. Prepare maps, files, contracts and amendments, design guidelines, and various other planning documents.
- Respond to requests for information on ordinances, codes, policies, plans and procedures. Provide interpretation of zoning and subdivision requirements, transportation planning documents, land use documents and other planning documents.
- Attend board and committee meetings and other meetings in support of the department

Rio Grande Council of Governments
Regional Services Planner

El Paso, TX
June 2009 – March 2011

- Provided technical assistance to member governments for economic development activities (six counties)
- Provided member governments with reports on economic development metrics and indices from federal and state agencies
- Administered the Community Emergency Response Team program; recruited volunteers, supervised volunteers, facilitated training, and facilitated training for Train the Trainer
- Coordinated public awareness campaigns for Citizen Corps Programs
- Developed close relationships with elected officials in various jurisdictions to promote Citizens Corps
- Facilitated and administered Government Applications Review and Comment committee meetings
- Reviewed grant applications for Texas Review and Comment System
- Presented program activities to various groups
- Administered the State Energy Conservation Office grant for four counties
- Monitored project financial expenditures and project activities to assure compliance with grant agreements and other applicable laws and regulations
- Managed several grants to include budget preparation and maintenance
- Facilitated meetings for various state organizations
- Co-Chair of the UASI Community Preparedness Committee
- Treasurer of Texas Association of Regional Council of Governments Economic Development Committee

City of El Paso

Administrative Assistant / Secretary / Payroll Technician

El Paso, TX

September 1997 – June 2009

- Secretary, Payroll Technician and Administrative assistant for Human Resources Department, Planning Department and El Paso Water Utilities. All positions were promotional all while pursuing a bachelor and master degree.
- Experience in conducting board meetings, preparing agendas, preparing meeting minutes for PSB and City Plan Commission.
- Managed internal and external communications
- Formulated replies and compose letters, and process all confidential correspondence and personnel matters
- Planned, organized, and attended special events and meetings
- Ordered and maintained supplies; processed procurement card expenses and payments
- Prepared travel arrangements and itineraries; reconcile expenses after travel is completed
- Prepared for review the Executive Services Division budget and Public Service Board budget; initiate purchase requisitions and review budget line items for accurate posting; and monitored operating expenses
- Over three-years' experience in payroll/human resources.
- Maintained employee time reports and prepared payroll documentation as needed
- Researched and responded to employee salary disputes
- Researched employee personnel and leave records
- Researched and responded to Texas Workforce Commission unemployment claims
- Maintained filing system for over 6,000 employees
- Maintained personnel records, and employee leave balances
- Verified payroll audit reports for accuracy; processed workers' compensation claims
- Supervise employees

Civic and Volunteer Experience

GEPAR Realtor Builder Committee – January 2017 to present

GEPAR Governmental Affairs Committee – January 2017 to present