

DATE: January 24, 2008

TO: City Clerk

FROM: Representative Melina Castro

ADDRESS 2 Civic Center Plaza, 10th Floor TELEPHONE 915-541-4400

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

Agenda for the Council Meeting of January 29, 2008

Item should read as follows: Appointment of Anibal Olague to the Building and Standards Commission by Representative Melina Castro, District 4.

SPECIAL INSTRUCTIONS: As a regular member under the community affairs appointment.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Representative Melina Castro DISTRICT: 4

NAME OF APPOINTEE Anibal Olague
(Please verify correct spelling of name)

BUSINESS ADDRESS: 1444 Montana Avenue, Suite 100

CITY: El Paso ST: TX ZIP: 79901 PHONE: 915-351-2770

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79925 PHONE: _____

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

NAME OF INCUMBENT: Tedd Richardson

EXPIRATION DATE OF INCUMBENT: 04/05/2007

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

DATE OF APPOINTMENT: 01/29/2008

EXPIRATION DATE OF NEW APPOINTEE: 01/29/2010

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

2nd TERM: _____

UNEXPIRED TERM: _____

Anibal Olague

Experience

(2004- Present) Border Fair Housing & Economic Justice Center, Executive Director

As Executive Director supervised the program development by assisting the Board in development and periodically updating a strategic plan to accomplish the agency's mission and the implementation of programs, contracts, grants, and enforcement initiatives. In addition, manage the agency workload, which includes office administration, case management, and public relations; Strategic Planning- Establish current and long range objectives, plans and policies subject to the approval of the Board of Directors; Personnel- responsible for developing sound and consistent personnel policies for the Board's approval and ensure the fair implementation of these polices; hiring, evaluating and terminating staff, either directly or by delegation; Budgeting & Accounting: responsible for overseeing the adequacy and soundness of the organization's financial structure; proposing an annual budget and periodic revisions for approval by the Board; oversee that expenditures are within the budget and available funds and that funding restrictions are properly observed. In addition, ensure that all funds are properly accounted for; Development- responsible for exploring and coordinating new sources of funding, advising the Board on funding needs and for assisting the Board in developing and carrying out plans for raising the amount budgeted. Responsible for preparing proposals and for negotiating contracts with private and government agencies, within approved program plans; Public relations- Represent the center before media, in public presentations and in relations with relevant public and private agencies, coalitions, and advisory boards.

(1999-2004) Texas Department of Housing & Community Affairs- Border Field Officer (OCI)

Responsible for the operations of the OCI west Texas Field Office providing complex technical assistance to county, not-for-profit and colonia residents for the planning and development of community and economic development projects in colonias. Assisted in coordination, training and implementation of a Colonia Self-Help Center (CSHC). In addition, coordinated various programmatic activities for OCI, El Paso Field Office. Responsibilities also included establishing program goals and objectives; ensuring proper implementation of program guidelines, procedures, policies, rules, and regulation; developing schedules, priorities, and standards for achieving; evaluated program activities; processed budget request; and coordinated program activities. As Border Field Officer developed several coalitions to address problems facing the colonias. Some of these coalitions include El Paso Saves, The Southwest Border Development Coalition, Colonia Predatory Lending Prevention Task Force, and El Paso Saves.

(1998-1999) El Paso City Representative District 5, Outreach Coordinator

Represented elected official a various community functions; Assisted constituents in District 5 to resolve concerns with City departments; Responsible for coordinating community meetings and workshops to inform the public on issues affecting the city; Facilitated networking between community groups and city departments to improve the quality of life in District 5; Served as an advisor to elected official on policies and ordinances presented to city council for approval; Educated constituents on city ordinances, programs, and projects; Served as an advocate for constituent initiatives relating to community development.

(1995-1998) Texas House of Representatives- Executive District Administrator

Responsible for general office administration and office management duties for State Representative in District 75; Assisted the member in a variety of matters requiring a thorough understanding of the policies and program unique to the legislative process; Supervised and train clerical employees; Performed highly responsible administrative functions related to the timely and appropriate handling of public inquiries and request for assistance; Worked closely with local, regional, and state entities; Served as the primary liaison with informal media and their representatives at the national, state, and local levels. Performed highly responsible functions relating to coordinating and supervision of the production

EDUCATION

Presently seeking a Bachelors degree in Business Administration

CERTIFICATIONS/ PROFESSIONAL TRAINING

- Certified Housing Quality Standards Inspector
- Colonia Housing Standards Inspector
- State of Texas Certified Homebuyer Counselor
- Homebuyer Education Methods- Neighborhood Reinvestment Training Institute
- Construction Management Training- Training Development Institute
- Licensed as Solicitor for RLA- Property & Casualty Insurance Provider
- El Paso Academy of Real Estate
- Grant Writing Training - Texas Governors Grant Writing Team
- Financial Literacy- National Community Reinvestment Coalition
- Fair Housing- National Community Reinvestment Coalition
- Financial Management Training- National Community Reinvestment Coalition
- Financial Management Training- Training Development Institute

ACTIVITIES

Member, West Texas Food Bank

Chair, El Paso Saves

Member, Don't Borrow Trouble Campaign

Member, Fannie Mae's El Paso Advisory Committee

Member, National Latino Fair Housing Coalition

Member, Southwest Border Development Coalition