DATE: February 5, 2007

TO: City Clerk

FROM: City Rep. 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 February 13, 2007

Item should read as follows: Appointment of Roxanne Varela to the Cultural Affairs Advisory Board by Rep. Melina Castro, District #4. {Contact: Rep. Castro – 915-541-4400}

SPECIAL INSTRUCTIONS:

## BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Cultural Affairs Advisory Board

NOMINATED BY: Rep. Melina Castro DISTRICT: #4

NAME OF APPOINTEE Roxanne Varela
(Please verify correct spelling of name)

BUSINESS ADDRESS: #2 Civic Center Plaza, 8th Floor

CITY: El Paso ST: TX ZIP: 79901 PHONE: 915-541-4555

HOME ADDRESS:

CITY: ST: ZIP: PHONE:

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

Edward Moreno

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

OTHER (SPECIFY):

EXPIRATION DATE OF INCUMBENT: 03/07/2007

EXPIRATION DATE OF NEW APPOINTEE: 03/07/2007

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

2nd TERM ____

UNEXPIRED TERM: X

**APPLICATION**
**FOR**
**BOARDS AND COMMISSIONS**
**CITY OF EL PASO**

Name Roxanne Varela District 4

Home Address

Home Phone

Business Address 2 Civic Center Plaza 8th Floor
EP TX 79901 Business Phone 541-4155

Length of Residency in the City of El Paso 38 yrs Date of Birth

Educational Background See resume

Employment Background See resume

Volunteerism, Organizations, Community Service, Special Qualifications
See resume

References (Name and Phone Number): Dorline Wonciar

Commissions and Boards in which you are particularly interested
MoCA

Signature Roxanne N Varela Date 1/29/07

Roxanne W. Varela, CPS

915/541-4155 (work)

## EDUCATIONAL BACKGROUND

Graduated from Irvin High School in May, 1970
Earned a Bachelor of Arts Degree in English/Creative Writing from the University of Texas at El Paso in May, 1977

## PROFESSIONAL CERTIFICATION

Certified Professional Secretary (CPS) through International Association of Administrative Professionals® (equivalent to 32 semester hours at baccalaureate or associate degree level)

## EMPLOYMENT BACKGROUND

**Department of Community & Human Development – Implementation Section (Grants Specialist; February, 2003 to present; Supervisor Robert Gott; 541-4248).** Responsible for gathering information from various sources (paper files, internet web sites, maps, outside agencies) to complete environmental clearance reports on federal grant funded projects. Perform statistical studies on environmental issues and prepare written reports. Conduct field observations and report findings. Meet with outside agencies and monitor their documentation in compliance with environmental issues. (Average 40 hours per week.)

**El Paso Police Department - Domestic Violence Unit (564-7365; Research Assistant; February, 1997 to February, 2003).** Responsible for administering as many as five grant funded projects and preparing periodic reports required by the funding agency. Research information on available grant funds; match this information with proposed projects to determine eligibility; prepare grant applications, including budgets; track applications through approval process; create and maintain files required by granting agencies; monitor activities of the grants assuring that they comply with guidelines and time frames established by the granting agency; draft employment contracts; act as single point of contact for funding agencies and Rio Grande Council of Governments; review periodic budget reports for accuracy; request reprogramming of funds through granting agency. (Average 25 hours per week.)

Coordinated activities of Unit with an independent commission comprised of members from public and private agencies; organize monthly meetings; prepare agenda and handouts. (April 1998 through May, 2002). (Average 5 hours per month)

Research information to respond to inquiries from internal sources, outside agencies, and the general public. Research training programs developed by outside agencies to gather information to tailor a local training program. (Average 15 hours per week.)

**Sun Country Regional Science Fair (May, 2000 to present)** Prepare requests to local organizations and businesses for grants and donations to fund the annual competition and also pay expenses for local winners to attend the national competition. (Average 2 hours per month)

**El Paso Police Department - Planning & Research Unit (564-7344; Research Assistant; February, 1996 to February, 1997)** Responsible for monitoring grant funded programs totaling approximately $10 million. Assisted project personnel in preparing grant applications, verified information and dollar amounts, prepared approval forms and City Council resolutions, tracked progress through approval and acceptance stages; maintained files of applications and related documents; acted as single point of contact for funding agencies, Rio Grande Council of Governments, and City departments; began organizing information on various funding sources for future contact. (Average 5 hours per week)

Drafted departmental special orders. Researched information in response to requests from other law enforcement agencies, students, public and private groups. Prepared a submittal outlining eight separate programs for a community policing award. Prepared and completed a survey of other law enforcement agencies on their promotional methods and compiled information for use by upper management. Organized files and assured compliance with City records management guidelines. (Average 10 hours per week)

**El Paso Water Utilities (EPWU) - March, 1988 to February, 1996**
Colonias & Border Projects Section (594-5682; Secretary I; July, 1994 to February, 1996) – created and maintained a filing system for several grant funded construction projects; monitored flow of required documents. (Average 10 hours per week)

Drafted annual budget (approximately $550,000) of maintenance and operation line items and drafted specific capital purchase requests. Monitored monthly expenditures and assured that purchases were debited to correct accounts. (Average 5 hours per week)

Planning & Development Department (October, 1991 to July, 1994) - monitored expenses of two sections (annual total approximately $817,000); obtained authorization for purchases under $500; prepared requisitions for purchases between $500 and $15,000; solicited quotes as needed; verified invoices for payment; verified monthly recap of charges and requested clarifications and corrections as needed; drafted items for annual budget. (Average 5 hours per week)

Researched and documented a 10-year compilation of weather patterns and water use information that was used as part of a water rates study. Researched and analyzed statistics on water use data for specific industries that was used to determine surcharge rates and fines for non-compliance with regulations. Researched and documented information from personal interviews and written data and developed a policy and technical procedures manual for the entire department. Responsible for maintaining the Public Service Boards' Rules and Regulations, incorporating approved changes, having copies printed and distributed as requested. Responsible for creating and maintaining an in-house telephone directory. Participate in survey which led to the creation of records management guidelines. (Average 10 hours per week)

## PROFESSIONAL ORGANIZATIONS

Former member: International Association of Administrative Professionals®, Sun and Sage Chapter, El Paso.

Former Member: El Paso County Community Planning Alliance, an organization of public and private agencies working in cooperation to share information and resources to alleviate identified problem areas within the community. Chair of Writing Committee which produced annual Community Plan submitted to the Office of the Governor and also produces brochure with information on member agencies. Elected Recording Secretary for 2000 and 2001 terms.

Former member of Northeast Toastmasters from February, 2000 through February, 2003.

## VOLUNTEER PARTICIPATION - ORGANIZATIONS

Member: International Order of Foresters, a fraternal organization involved in community and social activities; served as Recording Secretary
Former Member: El Paso Arts & Culture Board (2002 through 2005)
Former member: Norwegian Society Sol Hjem Chapter, a social organization dedicated to preserving the Society's heritage; served as hostess for annual Julefest.
Former Assistant El Paso County 4-H and Youth Leader; provided training in arts and crafts.
Southwest International Livestock Show & Rodeo/County Fair: former Assistant Chairman of the Youth Western Art Contest.
Former member of Girl Scouts of America; leader for Cadette/Senior level troop.
Former member El Paso County Fair Association: Superintendent of Clothing and Arts & Crafts Divisions for the El Paso County Fair and Livestock Show.

Contact for volunteer experience:
Dorline Wonciar