

Agenda Item Form

Agenda Date: 07/13/04

Districts Affected: All

Dept. Head/Contact Information: [Metropolitan Planning Organization, Roy Gilyard, (915) 591-9735]

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services</u> | | |

Funding Source:

- General Fund
 Grant (duration of funds: 12 Months)
 Other Source: _____

Legal:

- Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar Approved Denied

Timeline Priority: High Medium Low # of days: _____

Why is this item necessary:

Mr. Genest will assist MPO with proofing and editing the Metropolitan Transportation Plan and Public Involvement Process.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Grant Funded

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A

85 4 11 1 10 11 12
INDEPENDENT CONTRACTORS ASSOCIATION

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **RICHARD A. GENEST**, to assist the Metropolitan Planning Organization, at an hourly rate of \$16.37, for 20 hours per week, not to exceed 40 hours per week. The term of the contract shall be for the period of July 14, 2004 through July 13, 2005.

ADOPTED this 13th day of July 2004

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **RICHARD A. GENEST** hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City desires to employ the Employee to assist the Metropolitan Planning Organization (MPO); and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services stated in Attachment A, attached hereto and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Metropolitan Planning Organization.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 14, 2004 and be completed by July 13, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid an hourly rate of Sixteen and 37/100 Dollars (\$16.37). The Employee shall work a minimum of twenty (20) hours per week, not to exceed 40 hours per week. The City will provide no fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Metropolitan Planning Organization, City and County of El Paso, Texas, or such other places as may be directed by the City in order to fulfill the terms of this

Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Metropolitan Planning Organization
Attn: Executive Director
2 Civic Center Plaza
El Paso, Texas 79901-1196

EMPLOYEE: Richard A. Genest

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 13th day of July 2004

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Richard A. Genest
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Roy Gilyard, Executive Director
Metropolitan Planning Organization

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____
Secretary

Date: 7/08/04

ATTACHMENT “A”

SCOPE OF DUTIES

Assist the MPO in proofing and editing the Metropolitan Transportation Plan (MTP) and Public Involvement Process (PIP).

Provide assistance in graphic illustrations for the MTP and other MPO projects.

Assist the MPO in proofing and editing the Unified Planning Work Program (UPWP).

Assist in proofing grant applications prior to submission.

Richard A. Genest

Primary Clientele Served since 1984 and Summary of Work Performed for Each

STATE OF TEXAS

- **Texas Education Agency, Region 19 Education Service Center, El Paso, TX:**
 - Developed, illustrated, and maintained procedure manuals for computerized student information systems.
 - Created brochures promoting mainframe and desktop computer services available to public school districts.
 - Co-developed, edited and tested computer-based instructions for Texas Educational Assessment Minimum Skills (TEAMS) program. Made recommendations for changes in methodology, some of which were adopted.

MUNICIPAL GOVERNMENTS

- **City of Las Cruces, NM, Planning Department:** Edited Revised Subdivision Code manual and Revised Building Code manual.
- **Dona Ana County, NM, Planning Department:** Edited 20-year Las Cruces Extraterritorial Zone Comprehensive Plan.
- **City of El Paso, TX, City of El Paso Metropolitan Planning Organization:** Edited 25-year Metropolitan Transportation Plan.

GOVERNMENT CONTRACTORS

- **Allen Corporation of America, El Paso, TX:**
 - Developed flow charts and diagrams for military training program destined for production as interactive video.
 - Performed artwork for military field manual.
- **Diversified Technical Services, Inc., El Paso, TX (contracted to U.S. Army; Secret Clearance):**
 - Developed and evaluated interactive video curricula and artwork re: Troubleshooting faults in tanks, trucks and generators.
 - Developed computer-based instruction script for training program re: "JNTCCS," a joint-service communication system.
 - Performed artwork for military field manual.
- **Management Analysis, Inc. (contracted to RCA Service Company), El Paso, TX:** Developed procedure manual for an online military parts procurement, stocking, distribution and reordering system.
- **Research Analysis and Management, Inc. (RAM), El Paso, TX:** Rewrote a Policy and Procedure manual.
- **Raytheon Service Co., El Paso, TX (Secret Clearance):** Edited hundreds of Basic & Advanced Electronics Course lesson plans; proofed numerous graphics corresponding to the lesson plans; assisted in collating, binding and packaging publications for shipment.
- **Raytheon Missile Support System, Inc., White Sands Missile Range, NM:** Using conventional and computer-aided drafting, documented test-missile assembly facility, missile components and site facilities.

BUSINESS & INDUSTRY

- **Accugraph Corp., El Paso, TX:** Co-developed, edited & illustrated procedure manual for computer-aided drafting program.
- **Asarco Incorporated, El Paso, TX:**
 - ◆ Developed...
 - Procedure Manuals: Contractor Safety and Health; Environmental Compliance; Environmental Sampling of Soil and Water; Hazardous Waste Management; Loading, treating and sampling sulfuric acid in railroad tank cars and truck tankers; Inspecting railroad tank cars; Operating CONTOP system (unique copper-smelting process); Operating two plants manufacturing sulfuric acid from process gas; Operating in-plant water treatment and recycling facility; Sampling copper concentrate and blister copper, processing the samples and processing scrap copper.
 - User Guide: Operating Automated Distributive Communication System controlling several pre-smelting procedures.
 - Lesson Plan: Training Forklift Operators.
 - Organizational Charts, process flow charts, diagrams, forms, information sheets, document covers and other publications.
 - Papers on Quality Control, Safety and other topics.
 - Quick-reference Cards containing instructions for performing 33 sampling and processing procedures.
 - ◆ Edited/recreated graphics for numerous environmental procedure write-ups received from Copper Operations H.Q. in Tucson, AZ.
 - ◆ Photographed many procedural steps & much of equipment discussed in documentation; scanned & labeled photos, then inserted in text.
 - ◆ Gathered information re: Converter operations and anode production (documented by engineers due to time constraints).
- **Compit, Inc., El Paso, TX:** Developed promotional material for designer-manufacturer of customized office equipment covers.
- **CSA Consulting Engineers, Inc., El Paso, TX:** Edited engineering proposal manuals re: major state-funded roadway modernization project.
- **ECM Environmental Services, Inc., El Paso, TX:** Edited environmental impact study of major state-funded roadway modernization project.
- **Farah USA, Inc., El Paso, TX:** Developed documentation of several computer programs; served as EDI Coordinator for Sales Dept.
- **Hydrometrics, Inc., Tucson, AZ:** Edited several manuals concerning environmental compliance re: post-demolition site remediation.
- **MetroWare, Inc., Phoenix, AZ & Las Cruces, NM:** Edited a large sales and marketing publication.
- **Odyssey Travel Specialists, El Paso, TX:** Developed itineraries, proposals and promotional material. Expanded database.
- **Phillips Components, El Paso, TX:** Developed procedure manual for importing, exporting, warehousing & shipping electronic components.
- **Southwest Nut Co, Inc., Fabens, TX (pecan processor):** Developed Directory of Services for showing/distributing at Chicago Food Show.
- **Stahmann Farms, Inc., Las Cruces, NM (major pecan grower):** Surveyed facilities; drafted plans for modernizing processing equipment.
- **Universal Gems and Minerals, El Paso, TX:** Developed catalog, including most illustrations.
- **WSD Technologies, El Paso, TX:** Documented portion of a video-imaging system.

INDIVIDUALS

- Developed resumes for employment seekers at all levels.
- Edited theses for Master's Degree candidates.
- Edited dissertations for Ph.D. candidates.

Richard A. Genest
Computer & Software Usage

Computers & Systems currently used

- PC w/Windows 98 (installed at home office)

Computers & Systems previously used

- PC w/Windows NT: 1999 & 2000
- PC w/Windows 97: 1997-98
- PC w/Windows 3.11: 1995-97
- Apple Macintosh: 1987-97
- PC AT & XT: 1984-91
- Apple II: 1987-89
- Tandy 2000: 1984-88
- Unix terminal: 1988
- Wang terminal: 1982-84

Software currently used most (installed at home office)

- Microsoft Word
- Microsoft Publisher
- Macromedia FreeHand

Software currently used some (installed at home office)

- Viseo Professional

Software previously used some (installed at home office)

- Microsoft Excel
- Microsoft FrontPage
- FrameMaker
- Adobe PageMaker
- PaintShop Pro
- TurboCad

Software previously used some, but not installed at home office

- Word Perfect
- CorelDRAW
- Adobe Illustrator
- Quark Xpress
- PhotoShop

Software being self-taught as time permits (two short HTML seminars attended, as well)

- HTML

Software on hand, but not yet indulged

- Access
- Java
- RoboHelp (demo)
- Other (assorted miscellaneous)

Richard A. Genest
Software Documentation Performed

International Computer Sciences, Oakhurst, NJ

- Direct-mail list-processing and accounting programs
- Text composition, addressee selection and printing of direct-mail letters
- Customized OCR scanning programs

Boothe Data Systems, Inc., New York, N.Y.

- Teleprocessing Racetrack Application Control System (TRACS) re: *Daily Racing Form*)

El Paso Natural Gas Company, El Paso, TX

- Seller Name and Address System
- Mailee/Payee Name and Address System
- Several accounting programs/systems
- Several other programs/systems

Region 19 Education Service Center, El Paso, TX

- Attendance Accounting System
- Elementary Grade Reporting System
- TEAMS (Texas Educational Assessment Management System); interactive

Management Analysis, Inc. (contracted to RCA), El Paso, TX

- Military parts procurement, stocking, distribution and reordering system

Accugraph, Inc., El Paso, TX

- Co-authored user manual for "MountainTop" (a CAD system).

Farah USA Inc.

- CAMP (Comprehensive Apparel Manufacturing Package) File Maint. Sys.
- CAMP Style Pricing Maintenance System
- EDI Operations (involved manual and software procedures)
- Garment Specifications File Maintenance System
- Label Request Database File Maintenance and Reporting System
- Model Stock System
- Sales Order System
- Store Inventory System

WSD Technologies, El Paso, TX

- Portion of a video-imaging system

Philips Components, El Paso, TX

- End-user manual (involving software and manual procedures) for importing, exporting, shipping, receiving, warehousing, and processing electronic components through U.S. Customs at the Mexican border

Richard A. Genest

Details of Education / Training

<u>Description</u>	<u>Locale</u>	<u>Duration</u>	<u>Sem. Hrs.</u>	<u>Comments</u>
			<u>Col. Cred.</u>	
College Credit Courses				
Business Algebra	Univ. of Texas at El Paso, El Paso, TX	1 sem.	3	
English (tested out)	Univ. of Texas at El Paso, El Paso, TX	---	3	
Intro. to Bus. Data Proc. & Programming (w/BASIC)	El Paso Community College, El Paso, TX	1 sem.	3	
Introduction to Computers (w/FORTRAN)	NM State Univ., Las Cruces, NM	1 sem.	3	
Algebra, Geography, Geometry, Physics, Psychology	Univ. of Tulsa, Tulsa, OK	1 sem.	17	
Noncredit Courses				
Business Writing	El Paso Natural Gas Co., El Paso, TX	8 hrs		
Commercial Photography	Roushon Inst. of Photography, Hartford, CT	12 wks		
Computer Animation	Seminar (Soc. for Tech. Comm.), ABQ, NM	6 hrs		
Flight Training	Municipal Airport, Concord, NH	7 hrs		
HTML	New Mexico State University	8 hrs		
HTML	University of Texas at El Paso	9 hrs		
Meteorology, Weather Forecasting	Spartan School of Aeronautics, Tulsa, OK	12 mos.	3*	
Pilot Briefing	U.S. Weather Bureau, Albany, NY			Prog. Instr.
Portrait Photography	Roushon Inst. of Photography, Hartford, CT	12 wks		
Programming Logic	El Paso Natural Gas Co., El Paso, TX	20 hrs		
Structured Systems Analysis & Design	El Paso Natural Gas Co., El Paso, TX	40 hrs		
Time Management	El Paso Natural Gas Co., El Paso, TX	12 hrs		
Courses during Military Service				
Aerography	NAS, Lakehurst, NJ	16 wks	3*	
Aviation Fundamentals	NAS, Jacksonville, FL	12 wks		
College Algebra (refresher)	Ft. Monmouth, NJ	20 hrs		
Effective Writing	Ft. Monmouth, NJ	16 hrs		
Instructor Training	Ft. Monmouth, NJ	2 wks		
Le Roy Lettering	NAS, Pearl Harbor, HI	1 wk		
Meteorological Technician	Ft. Monmouth, NJ	12 wks		Top of Class
Raysonde	NAS, Pearl Harbor, HI	3 wks	3*	
Technical Writing	Ft. Monmouth, NJ	16 hrs		
Training Aids Workshop	Ft. Monmouth, NJ	24 hrs		
TV Script Writing	Ft. Monmouth, NJ	32 hrs		
Weather Forecasting	Chanute Air Force Base, IL	32 wks		Honor Grad.
Writing Fundamentals	Ft. Monmouth, NJ	16 hrs		
On-the-job Learning or Self-taught				
Computer-aided Design	El Paso Natural Gas Co., El Paso, TX			
Computer-based Instruction	Region XIX Ed. Svc. Ctr., El Paso, TX			
Copper Smelting & Copper Anode Production	Asarco, Inc., El Paso, TX			
Curriculum Development	Diversified Tech. Svcs, El Paso, TX			
Drafting & Surveying (Architectural, Civil)	Lance Engineers, El Paso, TX			
Drafting (Architectural, Mechanical)	The Banas Co., El Paso, TX			
Drafting (Steel Structural)	Fishkin Engineering, El Paso, TX			
Environmental Compliance	Asarco, Inc., El Paso, TX			
Interactive Video (LaserDisc) Instruction	Diversified Tech. Svcs, El Paso, TX			
PC, Macintosh, Wang, Unix	Various			
Programming in BASIC	El Paso Natural Gas Co. & El Paso Comm. College, El Paso, TX			
Quality Assurance/Control	Various			
Software for Computer-aided Drafting	Accugraph Corp., El Paso, TX			
Wire & Cable Manufacturing	Vikoa Wire & Cable, Freehold, NJ; Trinity Mfg., New Brunswick, NJ			
Computer Software Knowledge (* = some)				
Microsoft Word, Word Perfect, Visio, Freehand,	On-the-job / Self-taught / Workshops / Seminars			
Corel Draw, Excel*, FrontPage*, Publisher, PageMaker,				
PaintShop Pro*, FrameMaker*, TurboCad*, HTML*				
Other				
Business Practices; Public Relations; Art. Drafting;	Father's Businesses. Family Farm, High School, Life Experience			
Agromony; Animal Husbandry; Carpentry; Woodshop;				
Building Design, Construction & Maintenance				

*Credits in Meteorology recognized by U.S. Dept. of Commerce, Weather Bureau