

DATE: July 24, 2013

TO: City Clerk

FROM: Representative Larry Romero

ADDRESS: 300 N. Campbell 2nd Floor, El Paso, TX TELEPHONE 915-541-4416

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

Agenda for the Council Meeting of July 30, 2013

Item should read as follows: Appointment of Adam E. Gurrola to the Parks and Recreation Advisory Board by Representative Larry Romero, District 2.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Parks and Recreation Advisory Board

NOMINATED BY: Representative Larry Romero DISTRICT: 2

NAME OF APPOINTEE Adam E. Gurrola
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79930 PHONE: _____

HOME ADDRESS: _____

CITY: El Paso 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: _____

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

NAME OF INCUMBENT: James H. Tolbert

EXPIRATION DATE OF INCUMBENT: 10/14/2013

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

DATE OF APPOINTMENT: 07/30/2013

TERM BEGINS ON: 10/13/2009

EXPIRATION DATE OF NEW APPOINTEE: 10/14/2013

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

2nd TERM: _____

UNEXPIRED TERM: X

ADAM E. GURROLA

EXPERIENCE

- 06/01/2005** **Administrative Assistant, West Texas Non Profit Development**
- Administrative support
- 07/2006** **Administrative Assistant, Opportunity Center for the Homeless**
- Administrative Support
- 05/2007-Present** **Project Director, TVP Non Profit Corporation /tri cities**
- Plan, direct, coordinate, and lead activities of projects to ensure that goals, objectives and all elements are accomplished within the prescribed time frame and funding parameters
 - Review funding application to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
 - Establish work plan and staffing for each phase of project, and arrange for assignment of project personnel.
 - Responsible for supervision of all consultants, the Partnership Coordinator/MUD Point of Contact, and all planning/administrative staff assigned to the Project to ensure it is on schedule and within budget.
 - Outline work plan to assign duties, responsibilities, and scope of authority
 - Research grant funding sources
 - Oversee budget, ensure financial accountability.
 - Recommend personnel for program/project implementation.
 - Recognize and solve potential problems and evaluate project/program effectiveness.
 - Network with local, regional, state and national agencies; educational institutions; nonprofit organizations; and private sector business interests for future program development.

LEADERSHIP

- Lower Dyer neighborhood Revitalization Strategy Project Director 2008-13
- El Paso Foster Parents Association Board of Directors- 2009-12
- Opportunity Center For the Homeless Board of Directors 2010-present
- Member of the Central Neighborhood Association 2009-10
- EPISD Campus Improvement Program 2011-13
- Travis Elementary PTA President 2012-13 School year
- YMCA Volunteer Coach 2007-09

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- Head Coach of Generals youth Sports (baseball, basketball, Football) 2009-present

EDUCATION

- El Paso Community College
- University of Mary Harden Baylor
- University of Texas EL Paso
- TDHCA- tax credit / General Policies/ Property Compliance Training

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