

DATE: July 14, 2021

TO: City Clerk

FROM: City Representative Aleksandra Annelo

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0002

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

Agenda for the Council Meeting of July 20, 2021

Appointment of Celeste Varela to the Animal Shelter Advisory Committee by City

Item should read as follows: Representative Aleksandra Annelo

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Animal Shelter Advisory Committee

NOMINATED BY: City Representative Aleksandra Annelo DISTRICT: Two

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

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ 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: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: N/A

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):
WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Celeste Varela

EXPIRATION DATE OF INCUMBENT: 6/26/21

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

DATE OF APPOINTMENT: 07/20/21

TERM BEGINS ON : 07/20/21

EXPIRATION DATE OF NEW APPOINTEE: 06/26/25

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: x
2nd TERM: _____
UNEXPIRED TERM: _____

Celeste Varela

EXPERIENCE

Director of Government Relations El Pasoans Fighting Hunger Food Bank

El Paso, Texas

June-2020 – Present

Under the direction of the Chief Executive Officer, develop and manage relationships with elected officials and government officials. The incumbent provide oversight for government affairs strategies to advocate for EPFH priorities with local, state and federal government entities; provided updates on policy issues to EPFH CEO, leadership staff and Board of Directors of the organization; establishes and maintains constructive relationships with elected and appointed officials at all levels of government and invests time in prioritizing networking activities.

The incumbent understands, communicates and advocates EPFH priorities to government officials and other government entities on legislative issues related to food and nutrition policy; prepares communications to and for key stakeholders, including the CEO and Board of Directors, regarding pertinent issues on legislative changes; directs and oversees the development of materials in support of the government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports and letters.

The incumbent participates with Senior Leadership on institutional planning, policy development, and problem resolution.

Senior Policy Advisor County of El Paso, Office of the County Judge

El Paso, Texas

December-2019 – June 2020

In addition to the duties of the Public Policy Analyst, the Senior Policy Advisor is responsible for providing highly complex, non-routine and often confidential executive administrative and policy support to the Elected Official. The incumbent is responsible for providing strategic vision and tactical direction for the effective development, implementation and attainment of the goals and operations of the Elected Official's Office. The incumbent is also responsible for scheduling and overseeing the daily operations of the office, supervising, and performing a variety of tasks related to the department needs.

Has frequent contact with other governmental entities, organizations, community groups, media, elected officials, department heads, county employees, and the general public.

Meets with local, state, and federal government entities boards and commissions, non-profit organizations, constituent representative groups, and other citizen groups to discuss programs or inquiries, answers questions, addresses challenges and resolves issues which may arise in the course of daily business, including budget, personnel, customer service and other pertinent County program related issues.

Public Policy Analyst
County of El Paso, Office of the County Judge
El Paso, Texas
December-2018 – December 2019

Works in a supervisory capacity to the office staff to ensure all administrative duties are performed in an efficient and professional manner.

Independently responsible for the coordination, status reporting, stability, and completion of moderately complex public policy and special project-oriented work efforts.

Follows established project management processes and methodologies to support the activities and operations of the County Judge to ensure projects are delivered on time, within budget, adhere to high quality standards and meet expectations.

Responsible for policy analysis, project planning, tracking key project milestones, adjusting policy and project plans and resources to meet needs and reasons for the execution and delivery of such efforts.

Exercises total discretion and judgment in making non-official decisions in the absence of the County Judge as directed;

Makes travel arrangements; prepares itineraries; prepares and submits travel items for approval; processes and submits timely travel vouchers with corresponding receipt documentation for payment;

Purchases and maintains inventory of office equipment and supplies; maintains contracts for the maintenance of office equipment; reports any equipment maintenance needs for appropriate action;

Schedules document/record archive and disposal;

Performs mail runs to County's mail room and delivers correspondence to various departments as needed.

Executive Assistant
County of El Paso, Office of the County Judge
El Paso, Texas
October-2011 - December-2018

Researches and gathers materials to conduct special studies and projects; drafts policies and procedures at the request of the County Judge; organizes and maintains various administrative, reference, and follow up files;

Gathers, organizes, and summarizes information for special projects; prepares various routine and complex reports, tables, graphs and statistical summaries; monitors and verifies the status of projects and ensures all parties are kept apprised on all matters;

Maintains the County Judge's appointment calendar; arranges conferences or meetings and provides participants with the topics to be discussed, background information, and materials needed; prepares notes and summaries of meeting as requested

Assists with the coordination and implementation of various governmental and cultural projects; provides assistance and support to the elected official/department head in the successful completion of these events;

Maintains records for membership of the County in various organizations; submits Commissioners Court agenda items for renewals and payments of memberships;

Obtains the County Judge's signature on all County contracts and ensures that the documents signed are the appropriate and approved versions of the contracts;

Prepares and posts agendas for Commissioners Court special meetings;

Distributes the annual salary notice to elected officials as per state statute within the required deadlines; coordinates salary grievance meetings if necessary;

Processes protests from the Texas Alcoholic Beverage Commission; schedules hearing dates for protests with Commissioners Court; prepares and notifies all parties of hearing date and final court order.

EDUCATION

Texas Tech University Lubbock, Texas	Attended Texas Tech University for the Fall and Spring Semesters in 1992-93.
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University of Texas at El Paso El Paso, Texas	Attended UTEP for the Fall and Spring Semesters in 1993-1994
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-Currently pursuing a Bachelor's Degree in Business Administration/Management

SKILLS

Proficient in Munis, Kronos (Time Card Management), NOVUS (Agenda/Minutes Software), Cobblsetone (Contract database), contract management.

Possess efficient and effective time management skills.

Highly skilled in conflict resolution and constituent services.

CIVIC ENGAGEMENT

-Animal Services Advisory Committee - Vice Chair

-Women's Fund Board Member