

DATE: 1/27/2021

TO: City Clerk

FROM: City Representative Henry Rivera

ADDRESS: 300 N. Campbell TELEPHONE 915.212.0007

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

Agenda for the Council Meeting of February 2, 2021

Item should read as follows: Appointment of Emma Acosta to the El Paso Bond Overview Advisory Committee (BOAC) by City Representative Henry Rivera, District 7

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: El Paso Bond Overview Advisory Committee (BOAC)

NOMINATED BY: City Representative Henry Rivera DISTRICT: 7

NAME OF APPOINTEE Emma Acosta
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: N/A

CITY: N/A ST: N/A ZIP: N/A PHONE: N/A

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:

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS): N/A

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

NAME OF INCUMBENT: Robert Fierro

EXPIRATION DATE OF INCUMBENT: 12/31/2020

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

DATE OF APPOINTMENT: February 2, 2021

TERM BEGINS ON: January 1, 2021

EXPIRATION DATE OF NEW APPOINTEE: December 31, 2024

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

EMMA ACOSTA

Professional Summary

Accomplished and energetic Administrator with a solid history of achievement in Management of large organizations. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include public speaking, Critical Thinking, Judgment and Decision Making, Personnel and Human Resources Management, Management of Financial Resources, Transportation Operations Analysis and Bi-lingual in English and Spanish.

Education

Webster University, St. Louis, MO MBA

May 2004

University of Texas at El Paso (UTEP) BBA

May 1994

Experience

PRESIDENT/OWNER

01/2004 to Present

EMMACOSTA CONSULTING SERVICES

Provide consulting services to small businesses and nonprofit agencies in the areas of public relations, marketing, management, grant writing. Develop media and marketing plans that would meet the needs and budget of businesses. Analyze and develop workflow techniques for efficiency and effectiveness. Develop human resource policies as needed, train employees on policies, use of Microsoft software, Outlook. Assist in government relations or business issues. Services provided to nonprofit and for-profit businesses and agencies.

Grants Manager

Books Are Gems – El Paso,

TX01/2019 to Present

Research grant opportunities for the organization in securing funding for the purchase of books to be given to children to increase literacy rates in El Paso. Grant research includes securing funding for a Summer Reading Program for students in all El Paso School Districts. Write grants to local, state, federal governments as well as various foundations, local businesses, and community leaders. Develop fundraising initiatives with other organizations. Develop and maintain databases of books given to children and to teachers.

City Representative

06/2008 to 06/2017

City of El Paso – El Paso, TX

Served two years as Mayor Pro Tempore and Two years as Deputy Mayor Pro Tempore. Considerable knowledge of city organizational structures, extensive Public speaking in English and Spanish with the public, members of the media, the general public and other elected officials with various levels of government to include local, state, and federal officials. Develop public relations strategies using various marketing and media outreach, staff management, grant writing, media and other areas that may be requested. Coordinate meetings with other elected officials, various civic and community organizations, lobbyists, and individual members of the public. Initiated, programmed and executed city wide projects such as the Welcome Home Vietnam Veterans for over 2,000 Vietnam Veterans all funded by the private sector. Represent the City in other organizations and public events as necessary.

Executive Assistant

01/2005 to 12/2005

County of El Paso – Commissioner’s Court

Assigned to Commissioner for Precinct 3. Coordinate meetings with other elected officials, various civic and community organizations, lobbyists, and individual members of the public to provide input on Commissioner and County issues. Meet with other departments on issues related to the Precinct and weekly commissioners court agenda. Respond to citizens issues and assist in resolving issues, attend meetings and represent the commissioner on boards and committees.

EMMA ACOSTA

DIRECTOR of Environmental Services

01/1994 to 01/2004

City of El Paso – El Paso, TX

Direct all department operations to include: Formulate, analyze, and manage a \$25 million operating/revenue budget and approximately \$11 million capital budget. Lead a staff of approximately 300 employees including professional, paraprofessional, and labor personnel in providing services to approximately 140,000 residential customers, and approximately 2,000 commercial customers. Ensure compliance of all local, state and federal environmental laws, implement employee safety programs including CDL drug testing policies & programs to minimize worker compensation costs, market development of services, short- and long-range planning and forecasting. Established Public Awareness Campaigns utilizing various types of media such as television, radio, newspaper, billing inserts, and community outreach. Coordinated efforts of several agencies in county wide community projects and enforcement efforts.

ADMINISTRATIVE ANALYST - OFFICE OF MANAGEMENT & BUDGET

01/1992 to 01/1994

CITY OF EL PASO, TX – El Paso, TX

Met with assigned departments to develop, monitor, and implement annual budgets as well as special revenue budgets. Departments included finance, Airport, Purchasing, Economic Development. Internal Service Funds, Worker compensations fund, employee health fund, unemployment insurance fund. Developed, monitored, and analyzed Health and Worker Compensation Funds, determined annual budgets and revenue forecasting for developing employee health premiums. Conducted rate analysis for implementing user fees for several departments including Solid Waste Management, Parks, Internal Service Departments, and other city fees. Developed program, budgeted, implemented and supervised and maintained city's fixed Assets and information system.

ADMINISTRATIVE ANALYST - Public Works Department

01/1990 to 01/1992

City of El Paso – El Paso, TX

Analyzed departments requests for capital projects, Developed, project list and associated budget, monitored City's Capital Project List for Bond Sales Developed and implemented rate structure for Equipment Maintenance Internal Charges to user departments, developed budget and analyzed expenditures monthly, quarterly, and annually. Assisted public works departments such as public works, streets, permits, inspections, transportation, environmental services, and fleet services in developing annual budget, monitoring budgets and addressing unforeseen needs. Kept abreast of state and national laws, rules and regulations pertaining to the Public Works group of departments. Informed Director and department heads as to changes, operational costs based on changes in laws, and implementation strategies. Met with local, state, and federal elected officials on issues pertaining to the various departments. Met with lobbyists to determine addressing issues of concern on laws that were pending.

Developed budget, monitored, and Implemented National Pollutant and Discharge Elimination System (NPDES) permit for storm water project. Met with consultants and citywide department heads and elected officials.

FINANCIAL SYSTEMS ANALYST

01/1985 to 01/1990

CITY OF EL PASO Financial Services – El Paso, TX

Developed methodology for all input of financial data into city's financial information system, supervised data entry personnel, monitored entries into the systems general ledger, developed special ad hoc reports for various financial needs of management. Information systems included; Accounting, Payroll, Pension, Internal Charges, Bank reconciliation. Developed interface system with financial banking system and the city's financial system for accountability and efficient bank balance and bank reconciliations. Ensured all financial programs functioned for proper accounting controls and reporting Developed and Implemented city wide Cashier System, Documented system information and trained users. Met with users at all levels from department heads to clerical staff, trained users on interpretations of system reports, and developed reports as per requests. Recommended changes to city's Comprehensive Financial Annual Report (CAFR) as well as system requirements according to Generally Accepted Accounting Standards (GAAP)

EMMA ACOSTA

Former Affiliations

Metropolitan Planning Organization – Board Member
City of El Paso Financial and Audit committee member
Texas Municipal League Board of Directors
National Association of Latin Elected & Appointed Officials - member
National Association of Human Resource Management – Member
City of El Paso Employees’ Pension Board – Member
Evolve Federal Credit Union, 1st Vice President

Current Affiliations

Association of University Women - member
University of Texas El Paso Alumni Association member
Webster University - Mentors program member

Boards

Bien Vivir Health Services – Past President
Assoc. of Vietnam Veterans – Secretary & Newsletter Editor
League of Women Voters – Board Member
LULAC – Council 22269 President
Welcome Home Vietnam Veterans Committee - Chair
Cielo Vista Neighborhood Association Member
League of Women Voters, Board member
League of United Latin America Citizens, Council President

Awards & Recognitions

Downtown Management District - Professionalism Award-2004
Texas Legislator of the Year - Texas Vietnam Veterans of America - 2017,
El Paso Pride Award - 2002
State of Texas Governor’s Award - 2003
Ft. Bliss Environmental Award-2003