Agenda Item Form

Agenda Date: 06/02/04

Districts Affected: All
Dept. Head/Contact Information: Mayor & Council, Jim Martinez, (915) 541-4145]

Type of Agenda Item:

- ☐ Resolution
- ☐ Tax Installment Agreements
- ☐ RFP/ BID/ Best Value Procurement
- ☐ Application for Facility Use
- ☐ Interlocal Agreements
- ☒ Other Provisional Appointment
- ☐ Staffing Table Changes
- ☐ Tax Refunds
- ☐ Budget Transfer
- ☐ Bldg. Permits/Inspection
- ☐ Contract/Lease Agreement
- ☐ Board Appointments
- ☐ Donations
- ☐ Item Placed by Citizen
- ☐ Introduction of Ordinance
- ☐ Grant Application

Funding Source:

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

Legal:

☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days:_____

Why is this item necessary:
To provide administrative direction and supervision to Solid Waste Management until a new director is in place.

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

Statutory or Citizen Concerns:
None anticipated.

Departmental Concerns:
None anticipated.

CITY CLERK DEPARTMENT
2004 MAY 27 AM 10 47

MAYOR AND COUNCIL
City of El Paso

MEMORANDUM

TO: City Council

FROM: Mayor Joe Wardy

SUBJECT: Solid Waste Management Director

DATE: May 25, 2004

I would respectfully ask for your support in provisionally appointing Ellen Smyth to the position of Solid Waste Management Director.

Ms. Smyth possesses the experience necessary to fulfill the duties of this position. She is currently Director of the South Central Solid Waste Authority for the City of Las Cruces and Dona Ana County, New Mexico, and she previously served as Landfill Engineer for the Houston Area Recycle and Disposal Facilities. Ms. Smyth is a Professional Engineer licensed in the States of Texas and New Mexico, and she holds a Master of Public Administration degree from New Mexico State University.

I attach Ms. Smyth's resume for your review. I encourage you to interview her, and I have asked her to make herself available to you for this purpose. If you have any questions, please feel free to call me today or come by my office. Thank you for your support in this matter.

CC: Jim Martinez
Ed Dursina
Bill Chapmen
Pat Adauto
Debbie Hamlyn
Lisa Elizondo
Richarda Momsen

MOTION

June 2, 2004

Motion made, seconded and carried that Eleanor Ann Smyth be appointed Solid Waste Management Director (provisional), effective July 8, 2004 at an annual salary of $72,000.

Richarda Duffy Momsen
City Clerk

ELEANOR (Ellen) ANN SMYTH, P.E.

[redacted]

Education:
Master of Public Administration, New Mexico State University, Las Cruces, New Mexico, 1999.
Bachelor of Science, Civil/Environmental Engineering, Texas A & M University, College Station, Texas, 1981.
Master of Pastoral Studies (Theology), Loyola University, New Orleans, Louisiana, August 2001.
Stephen F. Austin High School, El Paso, Texas, June 1977.

Professional Registrations:
Professional Engineer, Texas, 1986, No. 59535.
Professional Engineer, New Mexico, 1997, No. 13555

Professional Associations:
International Board Rep, SWANA, Solid Waste Association of North America, N.M. Roadrunner Chapter
Member, ASPA, American Society of Public Administrators
Member, New Mexico Chapter National Recycling Coalition
Member, American Society of Civil Engineers
Member, American Society of Professional Engineers
Member, Texas Association of Environmental Professionals

Areas of Expertise:
Management of Facilities and Contract oversight
Personnel and Human Resource Issues
Finance, Accounting and Budgeting
Health and Safety
Regulatory Compliance, Auditing, and Site Evaluations
Strategic Planning and Direction
Technical Writing and Public Speaking
Environmental Engineering

Professional Experience:
Director of South Central Solid Waste Authority for the City of Las Cruces and Doña Ana County, New Mexico. This position includes responsibilities in the engineering, operation, maintenance, management, regulatory compliance, personnel, finance & accounting, health & safety, and contract oversight associated with a municipal solid waste transfer station and landfill facility. Currently this includes 19 employees, and a $4 million annual budget.

Additional Training:
Utility Management Institute, Water and Wastewater Systems, NadBank, San Antonio, Texas, 2002.
Effective Supervisory Practices, Level I and II, 1995.
Computer-Aided Design Drafting, North Harris County Community College, Houston, Texas, 1994.
Instructor, Meeting Leading, 1990-1991.
Cathodic Protection, Kilgore Community College, Kilgore, Texas, 1990.
Designing Activated Sludge Plants, Vanderbilt University, Nashville, Tennessee, 1985.
Business Accounting, Stephen F. Austin State University, Nacogdoches, Texas, 1983.

Employment History:

1996 - Present	**South Central Solid Waste Authority, Las Cruces, New Mexico--Director**
1993 - 1996	**Waste Management Technologies (WMX):**
	Houston Area Recycle and Disposal Facilities--landfill engineer
	RUST Environment & Infrastructure, Houston, Texas--design engineer
1991 - 1993	Family Leave
1982 - 1991	**Texas Eastman Company, Division of Eastman Kodak, Longview, Texas**