

City of Truth or Consequences

505 Sims St. Truth or Consequences, New Mexico
87901 Phone: 575-740-7554 Fax 575-894-0363
www.torcnm.org

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, martial or veteran status, or the presence of a medical condition or disability.

Position(s) Applied for: City Manager

Please list any and all positions would you like to apply for. If you wish to apply for future openings, please contact our office and ask that the new position be added to your existing application. Only one application is needed.

| | | | |
|---|------------------|------------------------------------|-------------------------|
| LAST NAME Arellano | FIRST Richard | MIDDLE C | TELEPHONE |
| MAILING ADDRESS | CITY Austin | STATE Texas | ZIP CODE 78757 |
| EMAIL ADDRESS <u>richard.arellano.work@gmail.com</u> | | | |
| ARE YOU APPLYING FOR: | | If part-time, list available hours | DATE AVAILABLE FOR WORK |
| <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time | | | <u>12-01-2024</u> |
| DO YOU KNOW ANYONE THAT CURRENTLY WORKS FOR THE CITY OF TorC? PLEASE LIST THEIR NAME, POSITION AND RELATIONSHIP: <u>Ingo Hoepfner, City Commissioner</u> | | | |
| DO YOU POSSESS A VALID DRIVER'S LICENSE? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES STATE? <u>Texas</u> | | | |
| DO YOU POSSESS A COMMERCIAL LICENSE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES STATE? | | | |
| OFFER OF EMPLOYMENT IS CONDITIONED UPON SATISFACTORY PROOF OF IDENTITY AND LEGAL ABILITY TO WORK IN THE USA. | | | |
| ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES OF AMERICA? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | | | |
| VISA TYPE (If applicable): _____ | | | |
| HAVE YOU HAD PRIOR CITY OF TorC EMPLOYMENT? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES | | | |
| IF YES: Date(s) employed: _____ Where: _____ Title: _____ | | | |
| Date(s) employed: _____ Where: _____ Title: _____ | | | |

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EDUCATION AND TRAINING

Copies of supportive documents must be attached: Transcripts, Degrees, Diplomas, Certifications, etc.

| LEVEL | NAME AND LOCATION | GRADUATE or CERTIFICATION? | IF NO, INDICATE HIGHEST GRADE COMPLETED | |
|-----------------------------|---|--|---|--------------------|
| HIGH SCHOOL/ G.E.D. | McCallum High School, Austin, Texas | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| COLLEGE/ UNIVERSITY | University of Texas at Austin YEARS COMPLETED <u>4</u> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | MAJOR Classics | DEGREE B.A. |
| OTHER SCHOOL(S) OR TRAINING | Graduate School, University of Chicago and UT Austin | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | FIELD OF STUDY: Linguistics | |

LIST ANY SPECIAL SKILLS OR TRAINING YOU HAVE PERTINENT TO THE POSITION(S) FOR WHICH YOU ARE APPLYING:

Extensive experience in city and utility management.

WHAT SKILLS OR EXPERIENCE DO YOU HAVE WITH OFFICE EQUIPMENT: PLEASE DESCRIBE:

I am competent with the use of all common office equipment, including computers, p

SOFTWARE SKILLS? NO YES DESCRIBE: Word, Excel.

DO YOU HAVE EXPERIENCE WITH HEAVY EQUIPMENT OR MACHINERY NO YES

WHAT TYPE OF EQUIPMENT CAN YOU OPERATE?

Skid steer, jack hammer, etc.

EMPLOYMENT HISTORY

PLEASE DESCRIBE YOUR EMPLOYMENT EXPERIENCE STARTING WITH YOUR MOST RECENT POSITION.
INCLUDE ANY RELEVANT VOLUNTEER WORK. IF YOU NEED ADDITIONAL SPACE, CONTINUE ON A
SUPPLEMENTAL SHEET AND ATTACH IT TO THE APPLICATION. **PLEASE ATTACH RESUME**

| | | | | |
|--|--|--|-----------------------------|---------------|
| 1 NAME OF EMPLOYER Special Agent Group | ADDRESS (CITY, STATE) 100 Commons Rd, Suite 11, Dripping Spring | | | |
| SUPERVISOR'S NAME Neil Stokes, Broker | SUPERVISOR'S TELEPHONE NUMBER: 512-633-2233 | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| YOUR JOB TITLE Realtor | FROM: MO./YR. 04/22 | TO: MO./YR. Present | STARTING SALARY: Commiss | FINAL SALARY: |
| CHECK ONE: <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME HOURS PER WEEK: 40 Plus | NUMBER OF EMPLOYEES SUPERVISED: 0 | | REASON FOR SEPARATION | |
| MAJOR RESPONSIBILITIES, DUTIES AND EXPERIENCE: I help my clients achieve their best possible outcomes in commercial real estate ventures. | | | | |

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|---|--|---|--------------------------------|--|----------------------------------|
| <input checked="" type="checkbox"/> 2 NAME OF EMPLOYER Pedernales Electric Cooper: | | ADDRESS (CITY, STATE) P.O. Box 1, Johnson City, Texas 78636 | | | |
| SUPERVISOR'S NAME Eddie Dauterieve | | SUPERVISOR'S TELEPHONE NUMBER 888-554-4732 | | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| YOUR JOB TITLE Vice President, Support Services | | FROM: MO./YR. 03/18 | TO: MO./YR. 03/21 | STARTING SALARY \$240,000 | FINAL SALARY \$270,000 |
| CHECK ONE: <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME HOURS PER WEEK: 40 Plus | | NUMBER OF EMPLOYEES SUPERVISED: 100 Plus (including | | REASON FOR SEPARATION: Retirement | |
| MAJOR RESPONSIBILITIES, DUTIES AND EXPERIENCE: Distribution system maintenance, security, real estate, buildings and grounds, pole attachments, fleet. | | | | | |

| | | | | |
|---|--|---|--|-------------------------------------|
| 3 NAME OF EMPLOYER Pedernales Electric Cooperat | ADDRESS (CITY, STATE) P.O. Box 1, Johnson City, Texas 78636 | | | |
| SUPERVISOR'S NAME Wayne McKee | SUPERVISOR'S TELEPHONE NUMBER | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| YOUR JOB TITLE Regional Director, Operations | FROM: MO./YR. 08/08 | TO: MO./YR. 03/18 | STARTING SALARY \$120,000 | FINAL SALARY \$180,000 |
| CHECK ONE: <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME HOURS PER WEEK: 40 Plus | NUMBER OF EMPLOYEES SUPERVISED: 100 Plus (including contract | | REASON FOR SEPARATION: Promotion | |
| MAJOR RESPONSIBILITIES, DUTIES AND EXPERIENCE: Construction, maintenance, and operation of electric distribution system. | | | | |

REFERENCES

LIST THREE (3) PEOPLE WHO ARE FAMILIAR WITH YOUR WORK. PLEASE DO NOT USE FRIENDS OR FAMILY AS REFERENCES. PLEASE GIVE COMPLETE CONTACT INFORMATION

| NAME | ADDRESS | TELEPHONE NUMBER | PROFESSIONAL RELATIONSHIP | YEARS KNOWN |
|-------------|---------------------|------------------|---------------------------|-------------|
| Neil Stokes | opping Springs, Tex | 3-22 | Broker | 32 |
| Wayne McKee | Round Rock, Texas | 4-35 | mer Superv | 16 |
| Juan Garza | Austin, Texas | 7-71 | mer Superv | 25 |

APPLICANT'S STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

- ◆ The information I have provided in this application for employment is true, correct, and complete to the best of my knowledge. I understand that supplying false or misleading information is grounds for disqualification from further consideration for employment or for dismissal if discovered at a later date.
- ◆ I authorize a background investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information, personal or otherwise. I release all parties from liability for any damage that may result from furnishing the same to you.
- ◆ I understand that once my application is submitted it becomes a matter of public record.

Richard C. Arellano

11/25/2024

Applicant's Signature

Date

ADDITIONAL SHEET

Employment History Continued

| | | | | |
|---|---|--|--|------------------------------|
| <input type="checkbox"/> NAME OF EMPLOYER Greater East End Managem | ADDRESS (CITY, STATE) 3211 Harrisburg Blvd, Houston, Texas 77003 | | | |
| SUPERVISOR'S NAME GEEMD Board | SUPERVISOR'S TELEPHONE NUMBER 713-928-9916 | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| YOUR JOB TITLE President | FROM: MO./YR. 10/07 | TO: MO./YR. 08/08 | STARTING SALARY \$90,000 | FINAL SALARY \$90,000 |
| CHECK ONE: <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME HOURS PER WEEK: 40 Plus | NUMBER OF EMPLOYEES SUPERVISED: 25 Plus (including c | | REASON FOR SEPARATION: Employment opportunity | |
| MAJOR RESPONSIBILITIES, DUTIES AND EXPERIENCE: Annual budget, negotiations, inter-agency projects, media interaction, social events. (Please see the attached resume for a full and complete description of my work and educational history.) | | | | |

RICHARD C. ARELLANO
richard.arellano.work@gmail.com

SUMMARY OF SKILLS

Culture Building, Strategic Planning, Electric Utility Operation, City Management, Budgeting, Negotiating, Marketing, Problem Solving, Research and Writing, Media Relations, Public Speaking, Proficiency in Spanish and French

PROFESSIONAL EXPERIENCE

Real Estate Agent, Special Agent Group CRE 4/22 – Present

Dedicated to my clients' best interests in commercial real estate matters. Experienced in landlord/tenant representation and property acquisition and disposition.

Principal, 103 Nugent, LLC 3/21 – Present

Develop and manage residential and commercial income properties.

Vice President, Support Services, Pedernales Electric Cooperative 3/18 – 3/21

Developed and guided work groups that served those who directly serve the membership of Pedernales Electric Cooperative. These work groups included distribution system maintenance, fleet, buildings and grounds, pole attachments, security, and real estate.

Major Projects:

- Safety and Technical Training Program
- System Maintenance Program
- Pole Attachment Contract Revision

Regional Director, Operations, Pedernales Electric Cooperative 8/08 – 3/18

Built a work culture that focused on safety, competency, courtesy, and cost-efficiency. Oversaw construction, maintenance, and operation of electric distribution facilities in a large (over 100,000 meters) and fast-growing region that served three counties and twelve municipalities.

Major Projects:

- Operations and Maintenance Improvement Program
- System Inventory
- Operations and Maintenance Budget Process
- Line Extension Policy

President, Greater East End Management District 10/07 – 8/08

Worked with board members to establish long-range goals and to draft annual budget for the district. Represented the interests of the district in negotiations, legislative matters, inter-agency projects, media events, and social settings. Worked with department heads to refine work processes. Oversaw capital improvement projects. Reviewed and responded to annual audit.

Major Projects:

- Strategic Plan
- Streetscapes Project
- Public Safety Contract

PROFESSIONAL EXPERIENCE (continued)

- Development Coordinator, Housing Authority of the City of Austin** 7/06 – 10/07
Devised and implemented strategic plan for new affordable housing and revenue-generating developments. Managed existing inventory of commercial properties. Served as governmental liaison.
- Major Projects:**
- Strategic Plan
 - Community Land Trust
 - Property Renovations
 - Utility Fee Abatement
- Chief of Staff, Mayor Will Wynn, City of Austin** 5/03 – 7/06
Hired and managed office staff. Developed and promoted policy. Served as media liaison. Analyzed requests for council action.
- Major Projects:**
- Council Meeting Rules
 - Smoking In Public Places Ordinance
 - Envision Central Texas Bond Initiative
 - CAMPO 2025 and 2030 Mobility Plans
 - Green Water Treatment Plant Relocation
- Senior Analyst, General Manager's Office, Austin Energy, City of Austin** 5/02 – 5/03
Provided program analysis and oversight.
- Major Projects:**
- Attachment-Engineering Contract
 - Utility Strategic Plan
 - Utility History and Growth Analysis
- Executive Assistant, City Manager Jesus Garza, City of Austin** 4/01 – 5/02
Implemented multi-department projects. Researched issues. Staffed committees.
- Major Projects:**
- Game-Management Program for Conservation Areas
 - Integrated Fire and Fleet Services Station
 - City Charter Revision Commission
- Executive Director, GetHeard.org** 6/00 – 4/01
Designed, implemented, and publicized internet-based citizen services.
- Major Projects:**
- Voter-Services Website
 - Virtual Ballot

RICHARD C. ARELLANO
richard.arellano.work@gmail.com

PROFESSIONAL EXPERIENCE (continued)

- Executive Assistant, Mayor Pro Tem Jackie Goodman, City of Austin** 5/98 – 6/00
Promoted policy. Analyzed requests for council action. Served as media liaison.
- Major Projects:**
- Austin Film Studios
 - On-Street Managed Parking in Central Business District
 - Cultural Arts Funding (Revision)
- Congressional Aide, Congressman Lloyd Doggett, U.S. House of Representatives** 12/95 – 5/98
Provided constituent services. Directed outreach efforts. Wrote speeches.
- Major Projects:**
- Veteran Outreach
 - Internal Communication Management System
- Research Specialist, Legislative Council, Texas Legislature** 9/90 – 12/95
Provided research support for criminal justice and healthcare issues.
- Major Projects:**
- Interim Study on Legislative Work Flow
 - House Rules Analysis and Proposed Revisions

PROFESSIONAL TRAINING

- Texas Real Estate License** 4/22
- OSHA 30-Hour Certification** 2/11
- Basic Utility Accounting (APPA)** 11/10
- Work Order and Asset Management (APPA)** 11/10
- Advanced Public Utility Accounting (APPA)** 11/10
- Professional Training Systems, Electric Utility System Operation** 10/02
- Dispute Resolution Center, 40-Hour Mediation Training** 5/01

EDUCATION

- The University of Texas at Austin, M.A. Program in Anthropology** 6/89 – 6/90
Attended as a Mellon Fellow in the Humanities. 4.0 GPA.
- The University of Chicago, M.A. Program in Linguistics** 8/87 – 6/88
Attended as a Mellon Fellow in the Humanities. Completed coursework and high-passed examinations for master's degree. 4.0 GPA.
- The University of Texas at Austin, B.A., Classics and French** 9/82 – 9/86
Graduated summa cum laude. Honors include Phi Beta Kappa, UIL Scholarship for Debate, and Award for Excellence in French. 3.96 GPA.