



## TAX INCREMENT REINVESTMENT ZONE #5



### BOARD OF DIRECTORS EL PASO COUNTY APPOINTMENT

Submit Application & Background Investigation to the  
El Paso County Human Resources Department at:

800 E. Overland  
Room 223  
El Paso, TX 79901  
Phone: (915) 546-2218  
Fax: (915) 546-8126  
Email: [humanresources@epcounty.com](mailto:humanresources@epcounty.com)

Board Liaison:  
City of El Paso Planning and Economic Development  
Nickole Heater or David Samaniego  
Phone: (915) 541-4670  
Email: [heaternm@elpasotexas.gov](mailto:heaternm@elpasotexas.gov)



## VERONICA ESCOBAR

El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Tax Increment Reinvestment Zone #5 Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the El Paso County Commissioners Court.

If you have any further questions please feel free contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment.

Sincerely,

A handwritten signature in blue ink that reads "Veronica".

Veronica Escobar  
El Paso County Judge

# Tax Increment Reinvestment Zone #5

## Board Overview

The redevelopment plan for DOWNTOWN El Paso called for the creation of incentive programs and the establishment of a Tax Increment Reinvestment Zone (TIRZ) district for part of the DOWNTOWN Plan area. The TIRZ was created in December 2006 and expanded in December 2007 as private investment took root in the area. The TIRZ is an economic development tool that will help DOWNTOWN redevelopment pay for itself. In 2007 and 2008, various incentive programs were created to help property owners invest in their buildings and remove barriers to investing. Incentives include adopting more flexible building codes, new zoning districts and direct grants.

## Duties

Fifteen (15) member Board that oversees Reinvestment Zone management and makes recommendations to City Council, develops a project and financing plan for adoption by Board and City Council, ensures expenditures of tax increment within the zone, provides City Council a TIRZ fund report annually and creates operations procedures to manage own proceedings and TIRZ fund.

## Qualifications

All persons appointed must meet the eligibility requirements of Section 311.009(e)(1) of the Act to serve as members of the Board; preference for City appointees shall be given to individuals who possess some or all of the following characteristics: (a)experience in at least one of the following areas: arts, real estate, retail, housing, finance, historic preservation, construction, development, or El Paso history (b)knowledge of downtown El Paso (c) geographic diversity (through the City of El Paso) (d) cultural diversity (e) moral and ethical character (f) integrity (g) high performance standards (h) availability; and (i) strong desire for public service, but not an elected official.

## Seats

15 Members: (10 from Mayor; 1 each from the following taxing entities: Downtown Management District, El Paso County, El Paso Independent School District, El Paso Community College, Thomason Hospital board). See Ordinances 16528 and 017410.

## Term

2 year terms with a 3 year term limit.

## Meeting Times

Every other month on the second Thursday at 7:30 A.M.

## Tax Increment Reinvestment Zone #5 Information

Website:

[http://www.elpasotexas.gov/muni\\_clerk/detail.asp?id=85](http://www.elpasotexas.gov/muni_clerk/detail.asp?id=85)

El Paso County Code of Ethics Training:

<http://epcounty.com/ethicscom/training.htm>

# **TAX INCREMENT REINVESTMENT ZONE #5 BYLAWS**

The Tax Increment Reinvestment Zone (TIRZ) Number 5 Board of Directors (hereinafter referred to as "TIRZ Board") hereby adopts these Bylaws to govern their own proceedings and carry out the purposes for which the TIRZ was created, not inconsistent with the charter and ordinances of the City. These Bylaws shall be supplementary to the regulations governing the TIRZ Board within the El Paso Municipal Code, as may be amended by the El Paso City Council, and City of El Paso Ordinances relating to the TIRZ.

## **ARTICLE I-MEMBERSHIP**

1. The members of the TIRZ Board shall be those members appointed per Ordinance No. 16528 as adopted by City Council and as may be amended.
2. The TIRZ Board shall consist of members who shall be resident citizens of El Paso.
3. The members of the TIRZ Board shall serve until their successors are appointed and shall be subject to removal under the terms of the City Charter concerning officers appointed by Mayor and Council and for members appointed by the other taxing entities as determined by their adopted policies and procedures.

## **ARTICLE II - OFFICERS**

1. The officers of the TIRZ Board shall be the Chair and the Vice-Chair. The officers shall be elected annually during the month of September, but in any case shall hold office until their successors have been elected and have qualified.
2. Officers shall assume office on the day of election, immediately following election. The officers shall qualify as regularly appointed members of the TIRZ Board. The duties of the officers shall be those usually pertaining to their respective offices.
3. The Chair shall preside at all meetings of the TIRZ Board, but if for any reason s/he is absent or unable to act, then the Vice-Chair shall preside at such meetings and at such times shall exercise all of the powers and discharge the duties of the Chair. Upon the arrival of the Chair, the acting Chair shall immediately relinquish the chair upon the conclusion of the item of business then pending before the TIRZ Board.
4. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the TIRZ Board, shall state questions coming before the TIRZ Board as necessary for clarity, and shall announce the decision of the TIRZ Board on all subjects.
5. All questions of order shall be decided by the presiding officer with the right of appeal from his/her decision to the TIRZ Board that is then present, the majority of whom may override his/her decision.
6. The Chair shall represent the TIRZ Board before the Mayor and Council as well as the general public, and may appoint any member to appear on his/her behalf.
7. When an officer vacancy exists, the position shall be filled by the next succeeding officer.
8. The Chair shall call for an election from the membership of the TIRZ Board to fill any vacancy then created at the first available meeting of the TIRZ Board.

## **ARTICLE III - MEETINGS**

1. The TIRZ Board shall hold not less than four (4) regular meetings each year.
2. An annual business and organization meeting shall be held in September, at which time an election of officers will be held, the by-laws reviewed, a program of objectives adopted and a schedule of meetings, order of business and other activities for the ensuing year established.
3. No notice of regular meetings shall be required to be given to the members, other than through the published schedule adopted at a regular meeting of the TIRZ Board.

4. Special meetings may be held at any time provided that seventy-two hour notice is posted pursuant to state law requirements and written or verbal communication to all TIRZ Board members is sent on or before five (5) days of the scheduled meeting.
5. Special meetings of the TIRZ Board may be held without five (5) days' notice, except as otherwise required by law, provided each member waives notice thereof. No special notice shall be required of any item of business that may come before the TIRZ Board at any regular or special meeting.
6. Special meetings may be called by the Chair or a simple majority of the appointed members.
7. When a member is absent from three consecutive meetings, the Executive Secretary shall report this fact to the Mayor and City Council or the appropriate appointing entity for members representing the other taxing entities so that consideration may be given to removal of such member.
8. The TIRZ Board hereby adopts the current edition of Roberts' Rules of Order as its rules of procedure that will govern the business proceedings of the TIRZ Board whenever they are not in conflict with the provisions of any ordinances establishing this TIRZ Board or the provisions of these Bylaws. All questions on matters of procedure shall be referred to the City Attorney or his/her designee.

## **ARTICLE IV - QUORUM**

A quorum of the TIRZ Board shall consist of at least seven (7) of the qualified voting members and shall be required to convene, recess or adjourn any regular or special meeting. The minutes of the TIRZ Board shall reflect the names of the members and ex-officio members present at the meetings.

## **ARTICLE V - VOTING**

### **A. Generally**

1. A majority of votes cast by those members present and voting, a quorum being present, shall carry all motions, except as elsewhere specified in these Bylaws or in state law.
2. When discussion on an agenda item is commenced, no member shall leave the meeting area including any ante-room(s) attached to the meeting area until the vote is disclosed.
3. A member may change his/her vote after the roll has been completed and before announcement of the result, but not thereafter unless the item has been reconsidered.
4. In cases where a unanimous vote of the TIRZ Board is not received on a question before the TIRZ Board, the Executive Secretary shall take a verbal poll of the members to appropriately record the vote and announce the decision.
5. Each regularly appointed member shall be entitled to one vote on any matter that may come before the TIRZ Board.

### **B. Reconsideration of items**

1. The TIRZ Board shall be authorized to reconsider any item prior to the expiration of the meeting at which the item was heard and decided on. A motion to reconsider prior to the expiration of such meeting may be made by any member who voted on the prevailing side on the agenda item.
2. A motion to reconsider is the exclusive method by which an item can again be brought before the TIRZ Board after the meeting at which a final vote was taken except as provided for in B.3. A motion to reconsider may be made by any member who voted on the prevailing side on the agenda item and shall only be available in the following circumstances:
  - a. When it is not clear on the record what the TIRZ Board's decision was.
  - b. When the El Paso City Council refers the item back to the TIRZ Board.
3. An item may be brought before the TIRZ Board again at any time at the request of the Executive Secretary when necessary to cure a defect as to notice, or to cure any other similar defect that could render the prior public meeting invalid under state law.
4. Validation: No decision of the TIRZ Board otherwise valid pursuant to state law and the laws of the City of El Paso, Texas shall be invalidated by failure to comply with these Bylaws.

## **ARTICLE VI- ETHICS**

1. Any member of the TIRZ Board who has a professional or financial interest in any specific matter presented before the TIRZ Board shall recuse himself/herself from the deliberation during that presentation and shall not participate in action taken on that specific matter.
2. Any member of the TIRZ Board who has a substantial interest in a matter before the TIRZ Board as defined by 171.002 of the Texas Local Government Code shall file an affidavit so stating with the City Clerk before a vote on the matter is taken as is required by 171.004 of the Texas Local Government Code. Such member shall additionally leave the room for discussion and action on the item in question.
3. All actions taken by the TIRZ Board shall be in accordance with the El Paso Ethics Ordinance as may be amended from time to time.
4. In the interest of fairness, no discussion shall be held by a member or members of the TIRZ Board with any property owners, applicants or their representatives attempting to influence any TIRZ Board member concerning a proposed project, or any other matter before the TIRZ Board either at home or office, or in person, by telephone or by letter. All such discussions shall be held at the public hearing called for that purpose so that all members of the TIRZ Board shall have the full benefit of such discussion. (Amended March 13, 2008)
5. When a TIRZ Board Member is called upon to voice opinions at public or private functions, he/she shall indicate that he/she is speaking for himself/herself and not representing the TIRZ Board unless a formal action by the TIRZ Board has been taken on the specific issue.

## **ARTICLE VII – ORDER OF BUSINESS**

The Chair determines the order of business for items posted on the TIRZ Board agenda at the commencement of each posted meeting.

## **ARTICLE VIII- ADMINISTRATIVE STAFF**

1. The City Manager, or his/her designated representative, shall serve as the Executive Secretary to the TIRZ Board.
2. The Executive Secretary of the TIRZ Board shall provide for the administrative staffing of the TIRZ Board which duties shall, at a minimum, include the following:
  - a. Maintaining all records of meetings, findings and determinations of the TIRZ Board;
  - b. Assisting in all research activities undertaken by the TIRZ Board;
  - c. Carrying out all functions assigned to or connected with the TIRZ Board;
  - d. Representing the TIRZ Board as requested or when no other member is present at hearings of the City Council as necessary.
3. The Executive Secretary shall make available to the City Council and all other duly elected or appointed public officials, all records, completed studies, and recommendations undertaken by the TIRZ Board that are not confidential by law.
4. The Executive Secretary shall assist members in performance of their office through consultation and the furnishing of information.

## **ARTICLE IX - COMMITTEES**

Committees of the membership of the TIRZ Board may be established and appointed by the Chair to assist the TIRZ Board in performances of its functions and shall serve in an advisory role.

## **ARTICLE X - AMENDMENTS**

The TIRZ Board, by a majority decision of its voting members, may make, alter, or rescind these Bylaws at any regular meeting, after fourteen (14) days written notice to the voting membership.

## **ARTICLE XI - DECORUM AND DEBATE**

1. When a member desires to speak or make a motion, he/she shall address himself/herself through the Chair. Upon being recognized by the Chair, he/she may address the membership.
2. When more than one member addresses the Chair, the Chair shall name the person who is to speak, recognizing the person who first addressed the Chair.
3. No member shall interrupt another, except to call to order or to correct a mistake.

## **ARTICLE XII – PARTICIPATION BY THE PUBLIC AND EMPLOYEES**

1. When an officer, an employee of the City, or an ex-officio member desires to speak, he/she shall address the Chair, and upon being recognized, shall state his/her name and position with the City and then speak.
2. On calls to the audience, a person desiring to speak shall address the Chair. Upon being recognized, such person shall state his/her full name, whom he/she represents, and state the subject matter.
3. No person shall interrupt the proceedings of the TIRZ Board.
4. Orderly procedure requires that each person shall proceed without interruption from the audience, that all arguments shall be addressed to the TIRZ Board, and that there be no questioning or arguing between individuals.
5. Any citizen of the City of El Paso shall have a reasonable opportunity to be heard at all meetings of the TIRZ Board in regard to any and all matters to be considered at such meetings that are germane and relative to any subject matter of TIRZ Board affairs or business which is within the scope of the authority and legislative functions of the TIRZ Board. Provided, however, that the time allowed for each citizen's appearance before the TIRZ Board may be limited to a fixed number of minutes at the discretion of the presiding officer. Members of the public will usually be granted five (5) minutes to present their position on issues. Time will be kept by the Executive Secretary. Members of the TIRZ Board may move to grant additional time to speakers. Such extended time will be determined by a simple majority vote of the membership, present and voting.
6. Members of the public wishing to ask a question regarding an item posted on the consent agenda or to speak to an item posted on the regular agenda must sign up prior to the start of the meeting on the day of the TIRZ Board meeting. The Executive Secretary shall make available the sign-in sheet for the public inside the meeting location on the day of the TIRZ Board meeting up until the start of the meeting. Persons may sign up to address multiple items, however this does not mean it is permissible to "mark all" or to sign up for every item "just in case" they wish to speak when the discussion on an item takes place.
7. Members of TIRZ Board may move to overrule the determinations by the Chair under this Article by a simple majority vote of the TIRZ Board members present and voting.
8. No person may speak a second time except by permission of the presiding officer, and, further, no person shall be heard a second time until all persons desiring to speak once have been given the opportunity to do so.
9. Personal attacks are not permitted. Members of the public should address their questions to the TIRZ Board, not to the staff. The TIRZ Board membership may in turn ask staff to provide input.
10. Members of the public may be asked to leave or be removed from the meeting if it is determined that they are disruptive to the meeting. Such determination will be made by the presiding officer. The TIRZ Board may move to overrule such determination by the Presiding officer subject to a simple majority vote of the membership present and voting.
11. The members of the TIRZ Board may ask questions and make appropriate comments; however, no member shall argue or debate an issue with members of the public present.
12. A majority of the membership may take any matter under advisement for later consideration and determination, or may defer action when it concludes that additional evidence is needed or further study is required; provided that all requirements of state law and local ordinances are followed.
13. Following the staff presentation and recommendation and public input, if any, the Chair or a vote of the majority of the members shall have the authority to close the discussion to the TIRZ Board. Once

discussion has been closed to the TIRZ Board, no employee, applicant, or member of the public may speak unless questioned by a member of the TIRZ Board. However, a representative from the Office of the City Attorney may request to speak as to any legal issues pertaining to the pending agenda item.



## COUNTY OF EL PASO

### Application for Boards, Commissions, and Committees

Name: \_\_\_\_\_ Voting Precinct: \_\_\_\_\_

List the Board(s), Commission(s), and/or Committee(s) you are particularly interested in:

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Home Address: \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE):  MAY BE RELEASED /  SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.**

Length of Residency in El Paso County: \_\_\_\_\_ (Years/Months)

Place of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Professional Background:

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Educational Background:

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Three (3) personal or professional references not related to you:

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

Previous volunteer organizations and/or community service:

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Do you have property in El Paso County under your name? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Are your property taxes currently paid? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) If not, please give a brief explanation:

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Are you aware of any matter that could be considered a conflict that should be disclosed before you are considered for appointment?

If so, please describe the matter.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application should be submitted to:

El Paso County Human Resource Department  
Attn: County Boards  
800 E. Overland  
Room 223  
El Paso, TX 79901



**BACKGROUND INVESTIGATION  
AUTHORIZATION FORM  
RELEASE OF CONFIDENTIAL INFORMATION**

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed except \_\_\_\_\_.

I, \_\_\_\_\_, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

|                        |                               |
|------------------------|-------------------------------|
| Full Legal Name        | Maiden Name (If Applicable)   |
| Street Address         | City/State/Zip Code           |
| Social Security Number | Driver's License Number/State |
| Date of Birth          | Email                         |

List the cities and states in which you have lived in the past 10 years.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant