

DATE: 10/22/19

TO: City Clerk

FROM: Representative Claudia Ordaz Perez

ADDRESS: 300 N. Campbell TELEPHONE (915) 212 -0006

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

Agenda for the Council Meeting of October 29, 2019

Appointment of Maritza Perez to the Zoning Board of Adjustment as an alternate member by
Item should read as follows: Representative Claudia Ordaz Perez, District 6.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City of El Paso Zoning Board of Adjustment

NOMINATED BY: Representative Claudia Ordaz Perez DISTRICT: 6

NAME OF APPOINTEE Maritza Perez
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

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):

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

NAME OF INCUMBENT: Maria Garza D'Vargas
10-1-2019

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 10-22-19

TERM BEGINS ON : 10-2-19

EXPIRATION DATE OF NEW APPOINTEE: 10-1-2021

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

Maritza Perez

EDUCATION:

The University of Texas at El Paso Aug 2015
Master of Business Administration, Concentration in Management

The University of Texas at El Paso - Beijing and Shanghai Mar 2015
MBA Elective, International Research Course, Special Topics in International Business

The University of Texas at El Paso - Hong Kong Mar
2014 *MBA Elective, International Research Course, International Business and Corporate Governance*

The University of Texas at El Paso May 2012
Bachelor of Business Administration in Finance

Universidad Autonoma de Barcelona Jun-Jul 2009
E-commerce
Spanish for Business

EXPERIENCE:

EPT Omega Investments, LLC July 2018-Present
Property Manager

- Represent the company by managing 16 rental units
- Financial advising of new acquisitions or sales and Strategic Planning of the company
- Collect rent, coordinate maintenance requests, bookkeeping, budgeting, and oversee capital projects
- Fill vacancies by advertising and screening tenants
- Evict tenants when necessary

Keller Williams Realty El Paso November 2018-Present
Real Estate Agent (Realtor)

- Represent clients who buy or sell real property by assisting them with filling out the proper legal documentation, showing the properties, assisting through inspection process, and negotiating on the client's behalf until closing.

El Paso Electric Company Feb 2017-Jul 2018
Regulatory Case Manager

- Ensure that regulatory requirements and deadlines are met in relation to various laws, statutes, and rules from the New Mexico Public Regulation Commission (NMPRC), Public Utility Commission of Texas (PUCT), Federal Energy Regulatory Commission (FERC), and other Regulatory authorities
- Host internal meetings with various departments, including Legal, Operations, Rates, Accounting, Power Marketing, Economics, and Public Relations departments, to ensure the successful compilation of information for Regulatory cases and filings
- Primary Case Manager in the filing of an Integrated Resource Plan as required by the NMPRC. This is a one year long process involving the coordination and hosting of monthly meetings with the public.
- Secondary case manager for Texas and New Mexico rate cases and several Regulatory filings

El Paso Electric Company
Regulatory Affairs Analyst

Sept 2016-Feb 2017

- Assist in efforts related to the preparation and filing of regulatory documents
- Maintain current knowledge of Regulatory laws, processes, and legal documents
- Conduct research and provide analyses on rate recovery mechanisms as allowed by various laws in both Texas and New Mexico
- Review regulatory filings, including testimonies, schedules, and exhibits, for accuracy, as well as provide feedback and edits
- Receive and respond to complaints submitted by customers to the PUCT and NMPRC

El Paso Electric Company
Financial Analyst - Land Management Representative (Staff)

May 2014-Sept 2016

- Purchase and sale of real property
- Acquiring the necessary land rights, including permits, licenses, easements, leases, encroachment agreements, and contracts for company-owned electrical Distribution, Transmission, and Substation, Solar, and office facilities
- Work with private and public entities for large projects. Entities include: The City of El Paso, The Public Service Board, El Paso County, Texas General Land Office, Texas Parks and Wildlife, New Mexico State Land Office, Dona Ana County, the Bureau of Land Management, The U.S. Forest Service, Railroad Management Company, Texas Department of Transportation, and major land developers
- Work in projects requiring knowledge in Public Utility Commission of Texas (PUCT) hearings and filing process, The North American Electric Reliability Corporation (NERC) and CIP (Critical Infrastructure Protection) Standards, Federal Energy Regulatory Commission (FERC) regulations, The National Environmental Policy Act (NEPA) compliance
- Work regularly with Legal department. Basic knowledge of contract and real estate law.
- Lead in the Land Management department in working with the Renewables department in order to find the ideal vacant properties for Solar developments. Research land development factors, including City requirements, flood zones, zoning, and access
- Hire outside consultants for large electric Transmission projects. Write Justifications, Requisitions and Purchase Orders.
- Ensure that Environmental Reports, Appraisals, Land and Topographic Surveys, ALTA Surveys, Title Commitments, and other feasibility studies are acquired for land purchases
- Review contracts, permits, surveys, reports, for accuracy

- Assisted in the development of a Leases Database which is the first system to efficiently track Land Management's over 400 leases
- Title research for acquiring land rights
- Training new staff in land acquisition practices

El Paso Electric Company

Sept 2013-May 2014

Intern - Land Management Department

- Developed a Strategic Plan and Resource Analysis for the Land Management Department. Analysis was used to justify the hiring of 6 additional people to the Department's existing 8-person staff.
- Assisted in the development of a work tracking system to be used by all employees in the department and for the manager to be able to allocate tasks effectively
- Created the Land Management Department's 2015 Annual Budget
- Assisted in the filing of Public Utility Commission of Texas documents and land owner notifications
- Researched land rights for existing and new electric Transmission corridors that collectively sum up to hundreds of miles in length
- Audited all leases (~400), generated reports on expiration dates and other findings
- Resolved Cleanup and Illegal Dumping issues by contacting the relevant parties, including Code Compliance, and hiring Cleanup contractors when necessary

Oscar Perez M.D., P.A.

May 2010-June 2011, May 2012-Sept 2013

Office Manager

- Supervised staff, delegated tasks, and hired and dismissed employees
- Calculated Payroll through Quickbooks, wrote checks, sent Payroll taxes
- In charge of entire Accounts Payable department
- Audited Accounts Receivable monthly
- Created quality customer service by communicating with patients by phone and in person on different questions on their account status or complaints

EPT Omega Investments, LLC

Jan 2007-Jun 2011, May 2012-Sept 2013

Property Manager of Apartment Complexes

- Coordinated with onsite manager for repairs, expenses and budgets on 40 apartment units
- Supervised onsite managers and maintenance staff
- Represented EPT Omega Investments, LLC, on non-payment eviction cases in court
- Worked with legal counsel on evictions, contracts, and human resource issues
- Bought and sold real property. Researched new investment opportunities.
- Capital project and improvement planning
- Reviewed financial/accounting reports

Medical Plaza Owners Association

May 2010-Jun 2011, May 2012-Sept 2013

Property Manager of Medical Association Offices

- Kept ledgers with payments from medical plaza office owners
- Sent monthly invoices to doctors from the Association
- Kept a savings account to be used for common area improvements

El Paso Electric Company

Jun 2011-May 2012

Facilities Services Department - Intern

- Analyzed accounts for inefficiencies, met weekly with Supervisors and Managers to discuss accounts
- Created budgets for over 30 accounts on Excel
- Capital Project planning
- Bidding project coordinator for different vendors
- Head Project Manager for United Way Relocation Project. This included gathering information on several office spaces (purchase and lease options), presenting the findings to the United Way board members, and offering a recommendation.

POSH Magazine
Reporter

Jul 2008-Jun 2009

- Wrote articles on health topics and reviews about local events, businesses, restaurants

Oscar Perez, M.D., P.A.
Medical Biller

Jan 2007-Jan 2009

- Sent claims electronically to different insurance companies
- Posted payments and sent patient statements

RELEVANT COURSEWORK AND PROGRAMS:

Texas Real Estate License 2018

Greater El Paso Association of Realtors 2018

Power Alliance Committee 2016
Selected member at El Paso Electric Company

International Right of Way Association 2014-2016
Standards of Right-of-Way, 8 credit hours
Legal Aspects of Easements, 8 credit hours
Condemnation, 8 credit hours
Bargaining Negotiations, 16 credit hours

North American Realty Jun-Jul 2010
Property Management Course

Collegiate Entrepreneurs Organization National Conference - Chicago Nov 2008

Collegiate Entrepreneurs Organization 2008
Elected Secretary

- Promoted and organized events and fundraisers

COMMUNITY WORK

Progress321 Non-Profit Organization
Bright Skies Committee – goal is to promote property owners in downtown El Paso to install lit signs on their buildings in order to create a more vibrant downtown area

- Code and Ordinance Subcommittee member
- Property Owner Outreach Group Subcommittee member

Big Brothers Big Sisters Non-Profit Organization

Dance For Kids' Sake – funds raised for this event will go to mentoring at-risk youth

- Dancing and Fundraising Volunteer

AWARDS:

United Way of America 2012

Chairman's Award

- In recognition of the coordination of the United Way headquarters relocation project

LANGUAGES

English: native, fluent in writing, speaking, reading

Spanish: native, fluent in writing, speaking, reading

French: 4 years, basic writing, speaking, reading

REFERENCES:

Available upon request