

DATE: September 14, 2011

TO: City Clerk

FROM: Mayor John F. Cook

ADDRESS 2 Civic Center Plaza 10<sup>th</sup> Floor, El Paso, TX TELEPHONE 915-541-4145

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of September 27, 2011

Appointment of Annette Gutierrez to the Tax Increment Reinvestment Zone Number 5 by

Item should read as follows: Mayor John F. Cook.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Tax Increment Reinvestment Zone Number 5

NOMINATED BY: John F. Cook DISTRICT: Mayor

NAME OF APPOINTEE Annette Gutierrez  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Email: \_\_\_\_\_

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

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT: 07/10/2009

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

CITY COUNCIL APPROVAL DATE: 09/27/2011

TERM BEGINS ON : 07/10/2011

EXPIRATION DATE OF NEW APPOINTEE: 07/10/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: X

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# Annette Gutierrez

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**Experience** February 2009-Present  
Rio Grande Council of Governments, El Paso, TX  
Executive Director

- Serve as the Chief Administrative Officer. Advise elected officials on policy issues, provide meaningful and relevant Board of Directors meetings, provide leadership and effective service delivery to the organization, and establish partnerships with local, state and federal agencies, universities, and nonprofits. Prepare an Annual Budget of the Council and execute all other duties and responsibilities vested by the Board of Directors.

April 2003 - Present  
Rio Grande Council of Governments, El Paso,  
TX Regional Services Director

- Provide leadership, development, implementation, and financial management of Regional programs, which include: Emergency Communications, Community & Economic Development, Emergency Preparedness, Criminal Justice, Law Enforcement Training Academy, Citizen Emergency Response Teams, Automatic External Defibrillators, Texas Review and Comment System and Contract Administration. Supervise personnel, schedule work, provide written and oral directions, conduct and assess yearly employee evaluations. Prepare highly complex annual program budget, which consists of various start and end dates, as well as a variety of indirect cost rate allowances. Procure capital equipment and goods of services, which may include establishing Request for Proposals and Request for Qualifications. Provide reports to Executive Director, as requested, and participate on personnel policy updates. Meet with state and federal agency department heads, elected officials, and private sector officials with regard to program policy issues.

August 2001 - April 2003  
Rio Grande Council of Governments, El Paso, TX  
Regional Services Manager

- Serve under the direction of the Regional Services Director. Directly manage the Economic & Community Development Programs, prepare Regional Services Budget for the Regional Services Director, and serve as direct Supervisor to Regional Services staff under the direction of the Regional Services Director. Responsible for having a working knowledge of all program efforts within the Regional Services Division of the Rio

Grande Council of Governments. Work with elected officials, public agencies and non-governmental organizations in addressing economic and community development program concerns.

July 1999 - August 2001

Rio Grande Council of Governments, El Paso, TX

Economic Development Coordinator

- Under the direction of the Regional Services Director, coordinate economic development activities for job creation and business development, technical assistance to local governments, small businesses, and development groups in the region, and assisting clients in the preparation of assistance proposals, within the six-county region of the West Texas Economic Development District. Coordinate Economic Development Administration planning grant activities, to include preparing the grant application and submitting progress reports.

January 1999 - May 1999

University of Texas at San Antonio, Center for Economic

Development Business Economic Research Associate

- Serve as a liaison between the Center and community members from the Multi-community project in Dimmit and Sa Salle County. Collect and analyze local, state and federal data that pertains to economic development. Prepare reports for the Director that pertains to economic issues in South Texas.

September - December 1999

University of Texas at San Antonio, Center for Economic

Development Graduate Research Assistant

- Prepare Neighborhood Housing Services of Dimmit County newsletter. Serve as a liaison between the Center and community team members from the Multi-community project in Dimmit and La Salle County. Prepare annual report on behalf of the Neighborhood Housing Services of Dimmit County for the Meadows Foundation.

<b>Education</b>	1996-1999	University of Texas at San Antonio,	San Antonio, TX
		• Master's of Public Administration	
		• 2nd Place finish in team MBA case competition, Southwest Texas Junior College	
	1991-1995	St. Mary's University	San Antonio, TX
		• Bachelor of Arts, Political Science	
		• Dean's List, Fall 1994, Spring 1995	
	1988-1991	Eastwood High School	El Paso, TX
		• High School Diploma	

### **Related Professional, Civic Experience and Activities**

- Chihuahuan Desert Resource Conservation & Development Area, Inc., President, 2005 - Present
- Cancer and Chronic Disease Consortium, Board of Director
- Cancer and Chronic Disease Consortium, Finance Committee member
- Chihuahuan Desert Resource Conservation & Development Area, Inc., Secretary, 2003 - 2004
- Southwestern States Resource Conservation & Development, Board of Directors, Secretary, 2003-2007
- Trained Mediator, El Paso County Dispute Resolution Center