

DATE: 10-1-12

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS: Two Civic Center Plaza, District 7 TELEPHONE (915) 541-4108

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

Agenda for the Council Meeting of Tuesday, October 9, 2012

Item should read as follows: Juan Antonio Reza as the El Paso City Council's appointee to the Tax Advisory Committee by Representative Steve Ortega, District 7.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Tax Advisory Committee

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Juan Antonio Reza
(Please verify correct spelling of name)

BUSINESS ADDRESS: Socorro Independent School District - Department of Financial Services, 12440 Rojas Drive

CITY: El Paso ST: TX ZIP: 79928 PHONE: (915) 937-0101

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

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:

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

NAME OF INCUMBENT: Ruben Guerra

EXPIRATION DATE OF INCUMBENT: Expired

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

DATE OF APPOINTMENT: 10-9-12

TERM BEGINS ON : 10-9-12

EXPIRATION DATE OF NEW APPOINTEE: 10-9-13

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX
2nd TERM: _____
UNEXPIRED TERM: _____

JUAN ANTONIO REZA (TONY)

Office (915) 937-0100

AREAS OF KNOWLEDGE

- Texas Education Agency's (TEA) Financial Accountability System Resource Guide-Update 14.
- Department of Labor-Fair Labor Standards Act (FLSA).

EDUCATION

Master of Business Administration (MBA)
University of Texas at El Paso
Emphasis in Management
Graduated in May 1996

Bachelor of Business Administration (BBA)
University of Texas at El Paso
Emphasis in Accounting and Finance
Graduated in December 1986

WORK EXPERIENCE

Socorro Independent School District, El Paso, Texas
10/09 to Present **CHIEF FINANCIAL OFFICER**

- In charge of the Financial Services Department. Department includes the payroll department, the accounts payable department, purchasing, travel, financial accounting, external funding, budget forecasting, and federal programs reporting.
- Responsible for \$364,384,000 operating, special revenue and debt service budget as well as the construction budget of \$50,500,000.
- Directly supervises thirty-two employees in the Finance area.
- In charge of the Information Services Department. The Department is responsible for student attendance, transcripts, and other areas for the district. The department is comprised of fifteen employees.

Accomplishments

- Socorro ISD-FY2011-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Socorro ISD-FY2010-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.

Current Objectives

- Working on a mainframe computer software conversion for the district. Working to implement *Tyler Munis* mainframe software from the district's current *Pantemation* software.

Canutillo Independent School District, Canutillo, Texas

8/99 to 10/09 **EXECUTIVE DIRECTOR FOR FINANCIAL SERVICES**

- In charge of the Financial Services Division. Division includes the payroll department, the accounts payable department, purchasing, travel, food service, warehouse, textbooks, financial accounting, external funding, budget forecasting, and federal programs reporting.
- Responsible for \$60,000,000 operating, special revenue and debt service budget as well as the construction budget of \$12,500,000.
- Directly supervises eleven employees in the Finance area.
- Since March of 2009 (until further notice) in charge of the facilities division and the transportation department.

Accomplishments

- In 2006, conducted various community presentations for the district's successful \$39,000,000 bond election. Also assisted with the power point presentation presented to the community.
- In 2003, assisted and conducted community bond presentations for the district's successful \$12,500,000 bond election.
- In 2000, assisted with community presentations in the district's successful \$23,000,000 bond election.

- Canutillo ISD-FY2002-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Canutillo ISD-FY2003-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Canutillo ISD-FY2004-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Canutillo ISD-FY2005-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Canutillo ISD-FY2006-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Canutillo ISD-FY2007-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.
- Canutillo ISD-FY2008-Financial Integrity Rating System of Texas (FIRST) rating-**Superior Achievement**.

1/98/ to 8/99 El Paso Independent School District, El Paso, Texas
DIRECTOR FOR BUDGET

- Prepare for adoption by the Board of Trustees the district's \$413,000,000 preliminary budget. Conducted budget presentations for the board along with the Chief Financial Officer, as well as completing preliminary budget book for the fiscal year.
- Prepared the budget calendar and priorities for the upcoming fiscal year.
- Conducted budget hearings for departments and campuses.
- Conducted budget analysis for all departments and campuses to prevent budget deficit balances.
- Compared personnel funding reports to position inventory reports to ensure that personnel were budgeted for and charged to the correct accounts.
- Conducted trend and historical analysis of salaries to project possible salary savings (or deficits) for the district at year-end.
- Reviewed and approved all budget transfers requested by department administrators and campus principals.
- Conducted staff development activities for department administrators and principals.

1/95 to 1/98 El Paso Independent School District, El Paso, Texas
PROGRAM ACCOUNTANT

- Prepared and reviewed financial expenditure reports for all federal and state programs.
- Reconciled funds necessary for the preparation of the Schedule of Federal Awards presented in the District's Annual Financial Report.
- Prepared budget board amendments for the Director of Budget's review and submission to the Board.
- Prepared federal and state programs budget changes for the Director of Budget's approval.
- Analyzed and investigated budget deficits or other variances that arose in federal and state programs.
- Provided, on a request basis, financial reports for program managers.
- Supervised one employee.

4/89 to 12/94 El Paso Independent School District, El Paso, Texas
SCHOOL AUDITOR

- Reviewed and audited campus records and activity funds.
- Performed interim audits during the school year and final audits during summers.
- Prepared the District's Agency Fund financial statements and supporting work papers for external auditors.

- Generated sinking fund schedules for the District.
- Reviewed internal control features of the District's food service program.
- Conducted compliance testing of food service free and reduced lunch applications and verified compliance of Special Education program under Public Law 94-142.
- Supervised three employees.

PROFESSIONAL CERTIFICATION

Registered Texas School Business Administrator-Association of School Business Officials (TASBO) certification.

REFERENCES

Available upon request.