



AGENDA FOR THE TAX INCREMENT REINVESTMENT ZONE NUMBER 5

**January 14, 2026
City Hall - 300 N. Campbell - Main Conference Room
12:00 PM**

Notice is hereby given that a meeting of the Tax Increment Reinvestment Zone Number Five (TIRZ #5) will be conducted on the above date and time.

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the Tax Increment Reinvestment Zone Number Five (TIRZ #5) during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll Free Number: 1-833-664-9267

At the prompt please enter the corresponding Conference ID: 509 689 295#

If you wish to sign up to speak, please contact Jessica Torres at TorresJX@elpasotexas.gov or (915) 212-0094 no later than by the start of the meeting.

The following members of the Tax Increment Reinvestment Zone Five (TIRZ #5) board will be present:

Steve Ortega, Gilbert Izquierdo, Jonathan Escalante, Robert Monarez, Michelle Esparza, Edward Houghton V, Martin Morgades, and Arlene Carroll.

A quorum of the Tax Increment Reinvestment Zone Five (TIRZ #5) board members must be present and participate in the meeting.

ROLL CALL

CALL TO THE PUBLIC

Members of the public will be allowed three (3) minutes each to address the Board regarding items not listed on the Agenda.

AGENDA

1. Discussion and Action: Approval of Meeting Minutes for October 8, 2025. [BC-1604](#)
2. Information and Discussion: Presentation on Uniform Committee Bylaws.
Contact: Jessica Torres, TorresJX@elpasotexas.gov [BC-1605](#)
3. Discussion and Action: Adoption of 2026 Schedule.
Contact: Jessica Torres, TorresJX@elpasotexas.gov [BC-1606](#)
4. Information and Discussion: Presentation and review of the TIRZ #5 Financial Report for Q4 of Fiscal Year 2025.
Contact: David Torres, dtconsultingllc915@gmail.com [BC-1607](#)
5. Information and Discussion: An update will be provided on active TIRZ #5 funded projects.
Contact: Karina Brasgalla, BrasgallaKX@elpasotexas.gov [BC-1608](#)
6. Information and Discussion: Overview of TIRZ #5, including history, service areas, and bonding capabilities.
Contact: Karina Brasgalla, BrasgallaKX@elpasotexas.gov [BC-1609](#)
7. Discussion: Identification of items for future agendas [BC-1610](#)

EXECUTIVE SESSION

The Tax Increment Reinvestment Zone Five (TIRZ #5) board of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the items on this agenda. The Tax Increment Reinvestment Zone Five (TIRZ #5) board will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

SECTION 551.071 CONSULTATION WITH ATTORNEY

SECTION 551.072 DELIBERATION REGARDING REAL PROPERTY

SECTION 551.074 PERSONNEL MATTERS

SECTION 551.076 DELIBERATION REGARDING SECURITY DEVICES

SECTION 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS

ADJOURN

NOTICE TO THE PUBLIC

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Jessica Torres at TorresJX@elpasotexas.gov a minimum of 72 hours prior to the date and time of this

hearing.

If you need Spanish Translation Services, please email TorresJX@elpasotexas.gov at least 72 hours in advance of the meeting.

Posted this the _____ of _____ at _____ AM/PM by _____



El Paso, TX

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Legislation Text

File #: BC-1604, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Discussion and Action: Approval of Meeting Minutes for October 8, 2025.

TAX INCREMENT REINVESTMENT ZONE NO. 5
BOARD MEETING MINUTES
300 North Campbell, El Paso, Texas 79901 and Virtually
October 8, 2025
12:00 P.M.

Board Members Present:	City Staff Present:
Gilbert Izquierdo	Jessica Torres
Jonathan Escalante	Juan Gonzalez
Edward Houghton	Johnathon Salas
Robert Monarez	Melissa Chaidez
Arlene Carroll	Mirella Tamayo (virtually)
Martin Morgades	
Steve Ortega	
Board Members Absent:	Visitors Present:
Michelle Esparza	Hector Villegas, Tracy Yellen

MINUTES:

1. **Establishment of a Quorum, Call to order, Roll Call**

Jessica Torres called the meeting to order at 12:02 p.m.

2. **Call to the Public (items not listed on the Agenda)**

None

3. **Administrative Items:**

- a. **Discussion and Action:** Approval of Minutes for July 9, 2025. A motion to approve the minutes was made by Gilbert Izquierdo, second by Martin Morgades and unanimously carried.

4. **Information and Discussion:** Hector Villegas from Borderplex Community Capital provided a presentation on the TIRZ funds, including recent outreach efforts and the status of applications received and approved.

5. **Information and Discussion:** Tracy Yellen from PDN Foundation presented an update on the Deck Plaza project, along with the accompanying impact analysis.

6. **Adjournment**

Gilbert Izquierdo motion to adjourn the meeting, second by Edward Houghton and unanimously carried ending the meeting at 12:39 p.m.



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Legislation Text

File #: BC-1605, **Version:** 2

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

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Information and Discussion: Presentation on Uniform Committee Bylaws.

Contact: Jessica Torres, TorresJX@elpasotexas.gov



Boards and Commissions

Board Members Responsibilities

September, 2025

Council Direction on January 22, 2025

- **to conduct a review of all City boards and commissions.**

Council Direction on May 12, 2025

- **to ACCEPT Staff's recommendations to develop a uniform Ordinance to standardize boards and commissions.**

Council Adopted a Uniform Ordinance on August 5, 2025

- **Bylaws effective on November 3, 2025**

Uniform Ordinance

Amended Title 2, Section 2.04.10 and 2.04.20 to:

- Section 2.04.10 (Meetings—Excessive Absences)
 - Renamed to Uniform bylaws, and amended to require Boards to adopt the Uniform Bylaws *unless* otherwise specified by the Charter, state law, or other law.
 - City Manager and City Clerk are able to recommend amendments that can be passed by simple majority of Council.
- Section 2.04.20 (Meetings—Minutes—Recordkeeping Requirements)
 - Amended to only require one copy of the minutes.

Uniform Ordinance - Bylaws

Bylaws Article 2—Scope

Applicability—The Bylaws apply unless otherwise specified by other law, resolution, etc.

Limitation of Authority and Scope—

- Clarifies their role.
- Limits their authority and scope.
- States their function is to solely study and make recommendations to City Council within the scope and subject matter specified in the statute, ordinance, or resolution establishing them.
- Agenda items must be items within the scope of the Board.

Uniform Bylaws – cont.

Article 3—Board Structure and Composition

Eligibility for appointment

- Be 18 years of age
- Reside in El Paso
- Appointed based on interest and experience relevant to board
- No litigation against City
- No debts to the City
- Not be a City employee or have been employed in the last 2 years
- Not related to a Council member/City Manager within the 3rd degree of consanguinity.

Uniform Bylaws-cont.

Article 3—Board Structure and Composition

Structure—

- 9 members
- 2-year terms staggered
- Two full consecutive terms for no more than 6 years in total
- Terms begin September 1 and end on August 31
- Quorum is 5 members
- Holdover for 30 days after expiration date
- Members removed if absent from 3 consecutive meetings or has an attendance record of less than 60%.
- If appointed to fulfill an unexpired term, may also serve 2 full terms.
- Subcommittee strongly discouraged unless by enabling resolution.

Uniform Bylaws – cont.

Article 3—Board Structure and Composition

Board Leadership—Each Board will have:

- A Chair - elected by simple Majority of the members present at the last meeting of their term.
- A Vice Chair - elected by simple Majority same as Chair.
- A Board Liaison (secretary) - Each board will be related/affiliated with a specific city department, and the head of that department or designee will serve as the Board Liaison. Serve as the facilitator during the meetings.
- A Legal Representative - Responsible with providing guidance on legal restrictions, authorities and any consequences from Board actions.

Uniform Bylaws – cont.

Article 3—Board Leadership and Duties

Each board will choose a Chair and Vice Chair annually by majority vote of the members present at the last meeting of their term.

Chair must:

- Be familiar with the Board's rules of order, bylaws, enabling resolutions, code of conduct, relevant City policies, etc.
- Preside over the meetings and enforce observance of civility, order and decorum among members and others present.
- Open and call officials meetings to order.
- Recognize members entitled to the floor.
- Votes on all matters.
- Vice Chair will presides when the chair is absent.

Uniform Bylaws – cont.

Article 3— Legal Representative (assigned City staff)

Assistant City Attorney

- Advises the board on matters of law.
- Responsible for providing
 - Non partisan guidance
 - Non-voting guidance on legal restrictions, authorities, and any consequences from Board actions
- Provides an annual presentation regarding their charge, purview, legal requirements, etc.

Uniform Bylaws – cont.

Article 3—Board Liaison (assigned City staff)

Serves as secretary and keeps official records of the board

- Prepares and posts agenda (3 business days prior).
- Minutes-prepares and files approved minutes
- Secures a quorum
- Keeps attendance records
- Works with Council on filling vacancies
- Announces business of the day
- Calls for, puts to vote all questions moved and announces the results
- Does not vote on matters
- Provides training for newly appointed members
- Provides guidance and relays information to the board

Uniform Bylaws – cont.

Article 3— Members Responsibilities and Procedure

- Members:
 - Respect and uphold City policies and procedures.
 - Maintain respect and decorum.
 - Will not represent the City to any other entity, agency, unless specifically authorized by City Council
 - Serve without compensation or reimbursement of expenses unless otherwise provided in accordance with statute, ordinance or resolution.
 - Disclose any potential conflicts of interest, financial, or otherwise, that may impact their ability to serve impartially.
- Roberts Rules of Order will be used as a general guide for the conduct of the Boards.

Uniform Bylaws – cont.

Article 3—Required Training

1. **Ethics** in City Government for Board & Committee Appointed Officials (complete within 60 days after taking the Oath of office and a subsequent refresher course every three years).
2. **Code of Conduct** for Appointed Officials (must sign agreement).
3. **Rules of Order** for the City Of El Paso's Boards and Commissions.
4. **Public Information Act** by the Attorney General of Texas must be completed within 90 days after taking office.
5. **Texas Open Meetings Act** by the Attorney General of Texas must be completed within 90 days after taking office.

Uniform Bylaws – cont.

Article 3— Closed session, Reporting, and Recommendations

- Executive Session – Limited circumstances and must be approved by the City Attorney. Advisory boards are prohibited from meeting in closed session.
- Reports - Boards must provide an annual report by August 1st of activities and recommendations to City Council in writing.
- Recommendations by Boards – Submitted to City Manager for review before Council consideration. City departments are able to include alternate recommendations.

MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, Respect, Excellence,
Accountability, People



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Legislation Text

File #: BC-1606, **Version:** 2

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

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Discussion and Action: Adoption of 2026 Schedule.

Contact: Jessica Torres, TorresJX@elpasotexas.gov

Tax Increment Reinvestment Zone No. 5

Calendar Year 2026 Board Meeting Schedule

Wednesday -	January 14, 2026
Wednesday -	April 08, 2026
Wednesday -	July 08, 2026
Wednesday -	October 14, 2026
Wednesday -	January 13, 2027

The in-person meetings will take place quarterly on the second Wednesday at 12p.m. at City Hall, 300 N. Campbell, in the Main Conference Room, unless otherwise specified in the posted agenda.

Any questions, comments or concerns can be directed to:

Jessica Torres, Business Service Coordinator
Economic & International Development Department
200 N. Kansas | El Paso, TX 79901
O: 915.212.0094 | E: TorresJX@elpasotexas.gov



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File #: BC-1607, **Version:** 2

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

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Information and Discussion: Presentation and review of the TIRZ #5 Financial Report for Q4 of Fiscal Year 2025.

Contact: David Torres, dtconsultingllc915@gmail.com



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Legislation Text

File #: BC-1608, **Version:** 2

**CITY OF EL PASO, TEXAS
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Information and Discussion: An update will be provided on active TIRZ #5 funded projects.

Contact: Karina Brascgalla, BrascgallaKX@elpasotexas.gov



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File #: BC-1609, **Version:** 2

CITY OF EL PASO, TEXAS
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Information and Discussion: Overview of TIRZ #5, including history, service areas, and bonding capabilities.

Contact: Karina Brascgalla, BrascgallaKX@elpasotexas.gov



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Legislation Text

File #: BC-1610, **Version:** 2

CITY OF EL PASO, TEXAS
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Discussion: Identification of items for future agendas