

CITY CLERK DEPT.

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NOTICE OF BOARD MEETING OF THE EL PASO DOWNTOWN MANAGEMENT DISTRICT

TO: ALL PERSONS INTERESTED IN THE BOARD MEETING OF THE EL PASO DOWNTOWN MANAGEMENT DISTRICT (DMD)

NOTICE IS HEREBY GIVEN, that an Open Meeting will be held on Wednesday, September 24, 2014 at 11:30 a.m. at the United Bank Building Conference Room, 401 E. Main St., El Paso, TX 79901

AGENDA:

1. Call meeting to order

NOTICE TO THE PUBLIC

All matters listed under the CONSENT AGENDA will be considered by the Downtown Management District (DMD) Board to be routine and will be enacted by one motion unless separate discussion is requested by Board Members. Prior to the vote, members of the audience may ask questions regarding items on the consent agenda. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Board may, however, reconsider any item at any time during the meeting. The wording of all agenda items shall appear in the minutes of this meeting of the DMD Board of Directors as posted, unless otherwise revised by this or other motion of the Board, without the necessity of reading the wording of each item into the record.

CONSENT AGENDA

2. Approval of Minutes- June 17, 2014
3. Approval of Reimbursement Grant Agreements for the Downtown Commercial Façade Improvement Program
 - a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Commercial Façade Improvement Program for property located at 314 South Stanton Street in the amount of \$5,841.50 said project to be completed in 180 days upon the execution of the Agreement
4. Approval of recommended budget line item amendments

Budget Line Item	Approved Budget	Increase	Decrease
Benefits-Health Insurance	\$20,004		\$7,000
Benefits-Unemployment Claims	\$0	\$7,000	
Payroll Taxes	\$36,000		\$7,000
Exec Dir Benefits Reimb	\$0	\$7,000	
Mktg/Communic Mgr	\$43,008		\$3,433
Office Interns	\$9,012	\$3,433	
Legal	\$7,500	\$9,000	
Banner Program	\$5,004		\$3,000
Promotion - Other	\$35,004		\$6,000
		Total Increase - \$26,433	Total Decrease - \$26,433

5. Discussion and Action on recommended Board Meeting Schedule for remainder of 2014. The DMD Board of Directors will meet on the following dates at 11:30am:
 - Wednesday, October 22, 2014
 - Wednesday, December 3, 2014
6. Approval of a roll call voting procedure and use of a consent agenda for non-controversial items for the El Paso Downtown Management District Board of Directors
7. Approval of Minutes - July 16, 2014

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8. Approval of Public Funds Investment Act Quarterly Report for April-June 2014
9. Adoption of the Tax Assessment Rate of \$.12 per \$100 in valuation for FY 2014-2015
10. Approval of recommendations to City Council to fill upcoming vacancies on the Downtown Management District Board of Directors as follows:

<u>Position</u>	<u>Candidate</u>	<u>Last Appt Date</u>	<u>Term#</u>	<u>Expiration Date</u>
Place 15	Sam Legate	8/2011	3	August 2017
Place 16	Y.I. Santoscoy	8/2011	4	August 2017
Place 17	Madhi Nair	N/A	1	August 2017
Place 18	Jamie Gallagher*	2/2013	1	August 2017
Place 19	Ruben Torres	8/2011	3	August 2017
Place 20	Alejo Restrepo	N/A	1	August 2017
Place 21	Martin Morgades*	4/2014	1	August 2017

*First full term to be served as previously appointed for unexpired terms.

All the above persons recommended are qualified to serve on the Board in accordance with the qualifications established by Chapter 375 as follows: are at least 18 years old, and are connected within the District as either (1) a resident, (2) owner of property, (3) owner of stock on property, as an individual or in a corporate capacity, (4) owner of a beneficial interest in a trust that owns property, or (5) be an agent, employee or tenant of the owners listed in categories 2, 3 and 4. And further, all of the above persons have experience in at least one of the following statutorily mandated areas: (1) energy matters, (2) commercial banking, (3) real estate development, (4) finance and insurance matters, (5) matters relating to retail or the provision of services, (6) provision of utilities, or (7) general issues the district will address.

11. Approval of Financial Policies section of Administrative Rules, Policies and Procedures.
12. Approval of Minutes – August 27, 2014

REGULAR AGENDA

13. Vice-President's Report
 - a. Chris Kleberg Resignation
14. Executive Director's Report
 - a. 2014-2015 DMD Budget
15. Discussion and Action on Approval of 2014-2015 Downtown Management District Budget
16. Report on DMD Investments:
 - a. Tex Pool Account – balance, rate and status
 - b. United Bank CD – balance, rate and status
17. Committee Reports
 - a. Marketing Committee – Chair Jon Law / Rudy Vasquez
 - Marketing Plan Update
 - b. Sanitation Committee – Chair Jamie Gallagher / Frank Hernandez

- No Update
- c. Construction Update- Frank Hernandez
 - Current and Upcoming Projects
- d. Infrastructure Committee – Chair Mike McQueen / Frank Hernandez
 - Downtown Parking Study Update
- e. Façade Improvement Update– Chair Eric Pearson / Terry Mais
 - Interlocal/Guideline/Application Review
- f. Finance Committee - Chair Ruben Torres / Terry Mais
 - Payroll Management

18. Discussion of the Next Board Meeting – Wednesday, October 22, 2014

19. Open Comment Period*

20. Executive Session

At any time during the Board Meeting, the Board may, upon motion and affirmative vote of a majority of the Board in attendance, retire into Executive Session pursuant to the Texas Government Code, Chapter 551, Sections 551.071 and 551.074(a) for the purpose of consultations with legal counsel and/or discussion of a specific matter permitted to be in Executive Session pursuant to Texas Law. Executive Session is a closed, private meeting of the Board at which the public may not attend. No action and no voting may occur in Executive Session. The Board will return to open session to take any final action on any item discussed in Executive Session, or if no action is necessary, to continue or adjourn the meeting, as appropriate. The items to be discussed in executive session, if any, include the topics listed on the agenda, and possibly the following specified item(s):

No specific executive session items posted

21. Adjourn

** Open comment is an opportunity for members of the public to address the Board regarding items to be discussed at the meeting or any other issue of interest related to the DMD. Items that are brought up by the public but which are not posted for discussion or action may not be discussed among the Board members or acted upon by the Board, except for limited questions related directly to the topic or a discussion whether to post the public raised item on a future agenda. The Chair may limit the amount of time for public comment and/or allow additional public comment for each item.*

Posted this 18th day of September 2014, at the El Paso County Courthouse, 500 E. San Antonio, El Paso, Texas; El Paso City Hall, 300 N. Campbell, El Paso, Texas, and at the administrative office of the El Paso Downtown Management District, 201 E. Main, Suite 107, El Paso, Texas, and on the downtownelpaso.com webpage pursuant to instructions of Jamie Gallagher, Vice President of the El Paso Downtown Management District.

BY:  _____, Laurice Yanar

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