



**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 at 12:00 pm  
on September 19, 2012 at the El Paso Downtown Management District Office, 201 E. Main Ste.  
1603, El Paso, Texas**

*\* At any time during the Board Meeting the Board may retire into Executive Session pursuant to the Texas Government Code, Chapter 551.071 and Section 551.074(a) for consultations with attorney and discussion of a specific nominee to the board or a public employee (if action upon an employee or board nominee is posted). The Board will return to open session to take any final action.*

**AGENDA:**

1. Call meeting to order
2. Approval of minutes of August 15, 2012 meeting
3. Tex Pool Account - rate 0.1686% current balance 250,645.33as of September 13, 2012
4. Committee Reports: Executive
5. Discussion and action to elect the Board President as recommended by the Nominating Committee
6. Discussion and action on a Resolution on the 2012 Quality of Bond election
7. Committee Reports: Finance
8. Discussion and action on adoption of budget for Fiscal Year 2012-2013
9. Discussion and action on adoption of the Tax Assessment Rate for Fiscal Year 2012-2013
10. Discussion and action to accept the Certified 2012 Tax Rolls and amend the existing Five Year Service Plan
11. Discussion and action to allow the Executive Director to obtain a debit card on the Wells Fargo account and authorizing related actions on the account per the recommendation of the Finance and Executive Committees and adoption of policies governing use of the debit card for transactions and to revise the authorized check signers to said account
12. Discuss and take action to approve employee medical insurance through Blue Cross Blue Shield of Texas (lowest quote received) with Wells Fargo Insurance Services serving as broker of record. Total monthly premium per employee is \$301.64. DMD to contribute 75% and employee to contribute 25%.
13. Committee Reports: Marketing
14. Discussion and Action on Reimbursement Grant Agreement 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 500 N.

Stanton in the amount of \$25,000 said project to be completed in 180 days upon execution of the Agreement.

- b. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Commercial Façade Improvement Program for property located at 328 Leon in the amount of \$24,433.03 said project to be completed in 180 days upon execution of the Agreement.
15. Discussion and Action on DMD participation to expand and revise the City's Wayfinding project through a sole source contract with the firm fd2s to revise and update previous work completed as commissioned by the City of El Paso
16. Discussion and Action on event support for Chalk the Block including allocation of \$2,500 for marketing support
17. Committee Reports: Capital Projects
18. Committee Reports: Sanitation
19. Presentation from Fire Chief Otto Drozd on the Assessment completed by the Fire Department of downtown properties and Fire Department recommendations
20. Project Updates and Reports:
  - a. DWNTWN Circulator Routes Update
  - b. Survey Census Update
  - c. Marketing and PR related items– The Gutierrez Group
21. Next Meeting Date: October 17, 2012

Open Comment Period\*

**To be presented at 1:15 pm or at the conclusion of the other items on the agenda, whichever is later**

22. Presentation from Block by Block, Inc. on national best practices for Downtown Ambassador Programs and Services
23. Adjourn

\* Discussion period for the public at the open comment period of the board. Any items from the public may be heard at this time. The Chair may allow additional public comment for each item.

Persons having questions concerning this notice or documents pertaining to agenda items should contact Verónica R. Soto, Executive Director, El Paso Downtown Management District, 915-400-2294. Sign Language interpreters will be provided for this meeting upon receiving a request 48 hours prior to the meeting by calling the DMD phone number listed above.

**Posted this 14th day of September, 2012,** at the El Paso County Courthouse, 500 E. San Antonio, El Paso, Texas; El Paso City Hall, #2 Civic Center Plaza, El Paso, Texas, and at the administrative office of the El Paso Downtown Management District, 201 E. Main, Suite 1603, El Paso, Texas, and on the downtownelpaso.com webpage pursuant to instructions of Robert Ayoub, President of the El Paso Downtown Management District.

BY: \_\_\_\_\_  
Lilia Granillo