

DATE: September 11, 2013

TO: City Clerk

FROM: Representative Cortney Carlisle Niland

ADDRESS: Two Civic Center Plaza, District 8 TELEPHONE 915-541-4268

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

Agenda for the Council Meeting of September 17, 2013

Appointment of Holt Grambling to the City Plan Commission by Representative Cortney

Item should read as follows: Carlisle Niland, District 8.

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

NAME OF BOARD/COMMITTEE/COMMISSION: City Plan Commission

NOMINATED BY: Representative Cortney Carlisle Niland DISTRICT: 8

NAME OF APPOINTEE Holt Grambling  
(Please verify correct spelling of name)

E-MAIL ADDRESS: hgrambling@fmnep.com

BUSINESS ADDRESS: 123 W. Mills Avenue, Suite 600

CITY: El Paso ST: TX ZIP: 79901 PHONE: \_\_\_\_\_

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: Brandrup, Melissa C.

EXPIRATION DATE OF INCUMBENT: 12/28/2014

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

DATE OF APPOINTMENT: 09/17/2013

TERM BEGINS ON : 12/29/2012

EXPIRATION DATE OF NEW APPOINTEE: 12/28/2014

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_  
2<sup>nd</sup> TERM: \_\_\_\_\_  
UNEXPIRED TERM: XX

**HOLT GRAMBLING**  
123 W. Mills Avenue, Suite 600  
El Paso, Texas 79901

Office: (915) 504-7105  
Email: hgrambling@fmnep.com

## PROFESSIONAL EXPERIENCE

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### **Mills Plaza Properties**

Property Manager- El Paso, TX

2011-Present

- Oversee the day-to-day operations of the Mills Building, Centre Building, Mills Plaza Parking Garage, and surrounding surface parking lots.
- Construction Management / Tenant & Capital Improvement Management.
- Financial Analysis & Budget Preparation.
- Expense and Cost Review/Reduction.
- Special Event Management (with Team)
- Insurance, Liability, and Security Analysis

### **Borderplex Community Trust**

2009-2011

Assistant Property Manager – El Paso, TX

- Property management and operations: Wells Fargo Plaza & Chase Tower.
- Tenant improvement construction management and bid solicitation.
- Office leasing and tenant retention.
- Responsible for the Chase Tower annual budget creation, implementation, and reforecast (as needed).
- Responsible for creation of tenant manual, building standards manual, high rise fire evacuation plan and capital improvement schedule.
- Annual tenant operating expense reconciliation.

### **Team NAFTA**

Associate Broker – El Paso, TX

2008 – 2009

- Attracting new clients through prospecting and “cold calling”.
- Showing prospective tenant’s space within our client’s building.
- Marketing properties for sale and lease to prospective investors.
- Building strong relationships through customer service and reliability.
- Representing property owner’s interest and providing “outside the box” suggestions to help maximize investment value.

### **TVO North America**

Associate Acquisitions – El Paso, TX

2007 – 2008

- Responsible for researching specific properties and cities to determine value potential.
- Tailoring sales presentation to the specific clients needs.
- Collaborated with teammates to close a \$48,000,000 apartment purchase in Houston, TX.
- Sold my team on why specific properties or cities were ideal to target for investments.
- With team managed medical office and industrial properties.

## COMMUNITY ACTIVITY

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- City of El Paso TAX INCREMENT REINVESTMENT ZONE NUMBER 6
- Leadership and Steering Committee- Paso del Norte Group Young Leadership Group YLG (Current)
- El Paso Chapter- Certified Commercial Investment Member CCIM (Current)
- Board of Directors- Keystone Heritage Park (Past)
- Sun Bowl Association- Basketball Tournament Committee (Past)

## EDUCATION

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**Bachelor of Arts**, Texas Tech University – May 2007 – Major: Corporate Communications with an emphasis on Marketing and Advertising

**Texas Real Estate Broker's License**