



**Board of Directors Meeting  
Laura Pople, Vice-President**

*The El Paso Downtown Management District Board of Directors meeting will be held Thursday, October 28, 2021 at 11:30 a.m. at the Center for Civic Empowerment on the 17<sup>th</sup> Floor of the Blue Flame Building, 304 Texas Avenue, El Paso, Texas*

**Public Comment**

The public is strongly encouraged to sign up to speak on items on this agenda before 11am, on Thursday, October 28, 2021. Visit <https://downtownelpaso.com/procedures-for-addressing-the-el-paso-downtown-management-district-dmd-board-of-directors/> or call 915-240-3116 to sign up prior to the start of the meeting.

**AGENDA:**

FILED FOR RECORD  
IN MY OFFICE

2021 OCT 25 AM 11:25

1. Call meeting to order.

DELIA BRIONES  
COUNTY CLERK  
EL PASO COUNTY, TEXAS

**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:
  - a. September 23, 2021 Board of Directors Meeting
3. DMD September Investment Reports
  - a. TexPool Accounts – balance, rate and status
  - b. Bank of Texas Certificates of Deposit – balance and rate
4. Approval of Public Funds Investment Act Quarterly Report for July – September 2021.
5. Approval of Amendment to the 2021 DMD Board of Directors Meeting Schedule to reschedule the Thursday, December 2<sup>nd</sup>, 2021 meeting from 11:30am to 3pm to facilitate a Holiday Social for Board Members and guests.
6. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:
  - a. Havas Street - \$1,000 supporting sponsorship of Fiesta de Las Luces
  - b. Various Vendors & Food Trucks - \$2,238.10 in vendor space sponsorships for Fiesta de Las Luces

**REGULAR AGENDA**

7. Election of DMD Officers: President, Vice-President, Secretary and Treasurer.

8. Discussion and Action to approve the 2021-2022 DMD Committee Charters.
9. Discussion and Action to approve the DMD Board Administrative Rules, Policies and Procedures as amended.
10. Committee Report: Finance Committee – Chair Wayne Soza
  - a. Monthly Financial Summary
11. Committee Report: Grant Programs Update – Chair Jamie Gallagher
  - a. Grant Programs Status/Fund Balance Report
12. Committee Report: Infrastructure & Advocacy Committee – Chair Martin Morgades
  - a. DMD Sanitation Program & Community Service Program Update
  - b. Brownfields Site Reuse & Revitalization Program Update
    - i. Grant Application Process & Timeline
    - ii. New Project – 621 S. Oregon
  - c. Downtown Landscaping and Tree Maintenance
13. Presentation, Discussion and Possible Action to approve the First Amendment to the Interlocal Agreement between the City of El Paso, and the Downtown Management District (DMD), a Texas Municipal Management District, organized under Texas Local Government Code Chapter 375 to include tree and landscaping services, and authorize the DMD Board President or Executive Director to enter into the final agreement with the City of El Paso.
14. Approval of the purchase of a 2022 Ford F250 for primary use by DMD Staff to provide tree and landscape services identified under the First Amendment to the Interlocal Agreement between the City of El Paso, and the Downtown Management District (DMD). The DMD has procured the vehicle through H-GAC, a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code. DMD agrees to pay Chastang Ford a total of \$26,198.00 for the purchase of the identified vehicle with funds coming from the DMD’s established Capital Fund (current balance - \$62,533.45).
15. Committee Report: Marketing Committee – Chair Johnny Escalante
  - a. Website Redesign Progress Report
  - b. Current & Upcoming DTEP Promotions
  - c. Social Media & INSIDER Distribution List
  - d. DMD in the News
16. President’s Report
  - a. DMD Board Member Resignation – Wayne Soza
  - b. DMD Board Member Appointment Process
17. Executive Director’s Report
  - a. 2021 Event Recap
  - b. 2022 Event/Promotion Schedule and Sponsorship Goals
18. Construction & Event Update – Richard Bustamante
  - a. Current/Upcoming Projects and Events

19. Economic Development Update by City of El Paso (Mirella Craigo)
20. Economic Development Update by El Paso County (Michael Hernandez)
21. Call to the Public\* (no action)
22. Open Discussion of topics relevant to Downtown El Paso (no action)
23. Discussion of the Next Board Meeting – Thursday, December 2, 2021 (no action)
24. 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):*

- Advice of legal counsel on matters meriting advice of counsel (Section 551.071 of the Texas Open Meetings Act).

## 25. Adjourn

*\* Call to the Public is an opportunity for members of the public to bring topics and issues to the DMD Board's attention. The Call to the Public is reserved for items generated by the public. It is not for items already posted on the Board Meeting Agenda. Items that are brought up by the public 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. Individuals who would like to address the Board must sign up on the available form prior to the start of the meeting or submit the form electronically to the DMD Executive Director at least one hour prior to the start of the meeting. Each participant is limited to three minutes to make comments. Any group of five or more persons must appoint one person to present the group's views to the Board and will be limited to three minutes to make comments. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated.*

Posted this 25<sup>th</sup> day of October, 2021, at the El Paso County Courthouse, 500 E. San Antonio, El Paso, Texas; El Paso City Hall, 300 N. Campbell, and at the administrative office of the El Paso Downtown Management District, 201 E. Main, Suite 107, El Paso, Texas, pursuant to instructions of Laura Pople, Vice President of the El Paso Downtown Management District.

BY:  Teresa Mais