



**Board of Directors Meeting
Mike McQueen, President**

The El Paso Downtown Management District Board of Directors meeting will be held Thursday, January 28, 2021 at 11:30 a.m. by video and telephone communications as allowed by the Office of Attorney General of Texas with approval by Texas Governor Greg Abbott.

Video Conference

- Join ZOOM Meeting: <https://us02web.zoom.us/j/89840623920>
- Meeting ID: 898 4062 3920

FILED FOR RECORD
IN MY OFFICE

2021 JAN 25 AM 11:34

Telephone Conference

- Telephone & Audio Participation: 1-346-248-7799
- Meeting ID: 898 4062 3920

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

The public is strongly encouraged to sign up to speak on items on this agenda before 11am, on Thursday, January 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:

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:
 - a. December 3, 2021 Board of Directors Meeting
3. DMD December Investment Reports
 - a. TexPool Accounts – balance, rate and status
4. Approval of Public Funds Investment Act Quarterly Report for October - December 2020.
5. Action to ratify the Third Amendment to the Sub-Recipient Grant Agreement with City of El Paso for the Enhanced Sanitation Services Program entered into on August 7, 2020. This Amendment revises the Program Budget and amends the Sub-grant Amount.
6. Action to ratify the Second Amendment to the Sub-Recipient Grant Agreement with City of El Paso for the Outdoor Dining Program entered into on August 7, 2020. This Amendment revises the Program Budget and amends the Sub-grant Amount.

REGULAR AGENDA

7. Committee Report: Finance Committee – Chair Wayne Soza
 - a. Monthly Financial Summary

8. Presentation, discussion and action to accept the Downtown Management District's FY2019-2020 Independent Auditor's Report.
9. Committee Report: Grant Programs Update – Chair Jamie Gallagher
 - a. Grant Programs Status/Fund Balance Report
10. Discussion and Action for Approval of a Reimbursement Grant Agreement submitted by Stanton Street Development, LLC for the property located at 601 Texas Ave.
 - a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Pedestrian Corridor Improvement Grant Program for property located at 601 Texas Ave. (PCI 20-03) in the amount of \$8,510.75 with said project to be completed in accordance with the execution of the Agreement.
11. Discussion and Action for Approval of Reimbursement Grant Agreements submitted by Fire Emoji, LLC for the property located at 533 W. Franklin Ave.
 - a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Commercial Facade Improvement Grant Program for property located at 533 W. Franklin Ave. (FAC 20-05) in the amount of \$25,000.00 with said project to be completed in accordance with the execution of the Agreement.
 - b. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Signature Signage & Lighting Grant Program for property located at 533 W. Franklin Ave. (SSL 20-03) in the amount of \$8,975.00 with said project to be completed in accordance with the execution of the Agreement.
12. Discussion and Action for Approval of Reimbursement Grant Agreements submitted by Johnny Escalante for the property located at 1031 Texas Ave.
 - a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Commercial Facade Improvement Grant Program for property located at 1031 Texas Ave. (FAC 20-06) in the amount of \$22,382.50 with said project to be completed in accordance with the execution of the Agreement.
 - b. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Signature Signage & Lighting Grant Program for property located at 1031 Texas Ave. (SSL 20-04) in the amount of \$13,450.00 with said project to be completed in accordance with the execution of the Agreement.
13. Committee Report: Infrastructure & Advocacy Committee – Chair Martin Morgades
 - a. Sanitation Program
 - i. Staffing
 - ii. Outreach
 - b. Safety & Security Action Plan
 - i. Off-Duty Officer Patrol Report
 - ii. El Paso Police Department Camera Registration Program
14. Committee Report: Marketing Committee – Johnny Escalante
 - a. Current & Upcoming DTEP Promotions
 - i. "Always Here" Campaign
 - ii. "I LOVE DTEP" Contest
 - b. Social Media & INSIDER Distribution List
 - c. DMD in the News
15. President's Report
 - a. Board Member Spotlight
 - b. Update and Discussion on DMD Multi-Purpose Center/Arena Advocacy
16. Executive Director's Report

- a. DMD Boundary Expansion Update
- b. Texas Metro Downtowns Coalition's Policy Priorities
- c. Internal/External Dashboard Update
- d. Update and Discussion on Strategic Plan Review

17. Construction & Event Update – Richard Bustamante

- a. Current/Upcoming Projects and Events

18. Economic Development Update by City of El Paso (Mirella Craigo)

19. Call to the Public* (no action)

20. Open Discussion of topics relevant to Downtown El Paso (no action)

21. Discussion of the Next Board Meeting – February 25, 2021 at 11:30 a.m. (no action)

22. 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):

- None

23. 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 25th day of January, 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 Poppe, Vice President of the El Paso Downtown Management District

BY:  Teresa Mais

EL PASO DOWNTOWN MANAGEMENT DISTRICT

Minutes of the Meeting of the Board of Directors – January 28, 2021

The Texas Governor temporarily suspended specified provisions of the Texas Open Meetings Act to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations. A recording of this meeting is available upon request.

Attendees: Total Members: 21 Quorum: 11 needed
Total Members Present: 20

Table with 4 columns and 5 rows listing attendees: Marianne Ayub, Bill Burton, Arlene Carroll, Johnny Escalante, Jamie Gallagher, Jon Law, Sam Legate, Ben Marcus, Mike McQueen, Martin Morgades, Steve Ortega, Eric Pearson, Laura Pople, Alejo Restrepo, Y.I. Santoscoy, Wayne Soza, Peter Spier, Brad Taylor, Ruben Torres, Laura Uribarri.

Total Members Not Present: 1

Table with 4 columns and 1 row listing non-attendees: Pacelli Mesta.

Ex-Officio Members: Commissioner David Stout

Staff: Joe Gudenrath; Terry Mais; Rudy Vasquez; Richard Bustamante; Arwen Lyle

Guests: Bob Blumenfeld – Attorney; Sito Negron – El Paso County; Mirella Craigo – City of El Paso

1. Call meeting to order

Mike McQueen called the meeting to order at 11:32 am on January 28, 2021 via video conference. Notice of the DMD Board of Directors Meeting Agenda was posted at the El Paso County Courthouse, El Paso City Hall, and at the administrative office building of the El Paso Downtown Management District, and on the downtownelpaso.com webpage by Teresa Mais on January 25, 2021 in accordance with the Texas Open Meeting Act on the dates indicated.

Gudenrath performed Roll Call: Quorum was established.

NOTICE TO THE PUBLIC

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CONSENT AGENDA

McQueen stated the items on the Consent Agenda are considered to be routine. McQueen requested a Motion and Second to approve the Consent Agenda.

2. Approval of Minutes:

- a. December 3, 2020 Board of Directors Meeting

3. DMD December Investment Reports

- a. TexPool Accounts – balance, rate and status

4. Approval of Public Funds Investment Act Quarterly Report for October – December 2020.

5. Action to ratify the Third Amendment to the Sub-Recipient Grant Agreement with City of El Paso for the Enhanced Sanitation Services Program entered into on August 7, 2020. This Amendment revises the Program Budget and amends the Sub-grant Amount.
6. Action to ratify the Second Amendment to the Sub-Recipient Grant Agreement with City of El Paso for the Outdoor Dining Program entered into on August 7, 2020. This Amendment revises the Program Budget and amends the Sub-grant Amount.

Discussion: None
Moved: Peter Spier
Seconded: Martin Morgades
Affirmation Vote: For: 14; Against: 0; Abstaining: 1 (Pearson); Absent: 5 (Ayub, Burton, Law, Soza, Uribarri)
Motion Approved.

REGULAR AGENDA

7. Committee Report: Finance Committee
 - a. Monthly Financial Summary
Terry Mais gave a brief overview of the DMD's current financial position.
8. Presentation, Discussion and Action to accept the Downtown Management District's FY2019-2020 Independent Auditor's Report.

Phil Strickler from Strickler and Prieto, LLP presented an overview of the Independent Auditor's Report, and stated that it was a clean report with no material findings.

Discussion: None.
Moved: Laura Pople
Seconded: Arlene Carroll
Affirmation Vote: For: 16; Against: 0; Abstaining: 0; Absent: 4 (Ayub, Law, Soza, Uribarri)
Motion Approved.

9. Committee Report: Grant Programs Update
 - a. Grant Programs Status/Fund Balance Report
Gudenrath provided an update on the status of current projects and the program's fund balance.
10. Discussion and Action for Approval of a Reimbursement Grant Agreement submitted by Stanton Street Development, LLC for the property located at 601 Texas Ave.

- a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Pedestrian Corridor Improvement Grant Program for property located at 601 Texas Ave. (PCI 20-03) in the amount of \$8,510.75 with said project to be completed in accordance with the execution of the Agreement.

Gallagher presented information on the proposed grant project and expressed the staff/committee recommendation to approve.

Discussion: Pople/McQueen asked who the applicant/property owner is. Gallagher/Mais stated that it is Stanton Street Development, LLC (Don Schnieder)
Moved: Arlene Carroll
Seconded: Y.I. Santoscoy
Roll Call Vote: For: 17; Against: 0; Abstaining: 1 (Ayub); Absent: 2 (Law, Soza)
Motion Approved.

11. Discussion and Action for Approval of Reimbursement Grant Agreements submitted by Fire Emoji, LLC for the property located at 533 W. Franklin Ave.
 - a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Commercial Façade Improvement Grant Program for property located at 533 W. Franklin Ave. (FAC 20-05) in the amount of \$25,000.00 with said project to be completed in accordance with the execution of the Agreement.

- b. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Signature Signage & Lighting Grant Program for property located at 533 W. Franklin Ave. (SSL 20-03) in the amount of \$8,975.00 with said project to be completed in accordance with the execution of the Agreement.

Gallagher presented information on the proposed grant projects and expressed the staff/committee recommendation to approve. Gudenrath noted that Board Member, Johnny Escalante, is associated with ownership of the property and will be abstaining from the discussion and vote.

Discussion: None

Moved: Ben Marcus

Seconded: Marianne Ayub

Roll Call Vote: For: 17; Against: 0; Abstaining: 1 (Escalante); Absent: 2 (Law, Soza)

Motion Approved.

12. Discussion and Action for Approval of Reimbursement Grant Agreements submitted by Johnny Escalante for the property located at 1031 Texas Ave.

- a. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Commercial Façade Improvement Grant Program for property located at 1031 Texas Ave. (FAC 20-06) in the amount of \$22,382.50 with said project to be completed in accordance with the execution of the Agreement.
- b. That the Executive Director be authorized to sign a Reimbursement Grant Agreement for the Downtown Signature Signage & Lighting Grant Program for property located at 1031 Texas Ave. (SSL 20-04) in the amount of \$13,450.00 with said project to be completed in accordance with the execution of the Agreement.

Gallagher presented information on the proposed grant projects and expressed the staff/committee recommendation to approve. Gudenrath noted that Board Member, Johnny Escalante, is the applicant and will be abstaining from the discussion and vote.

Discussion: None

Moved: Y.I. Santoscoy

Seconded: Arlene Carroll

Roll Call Vote: For: 17; Against: 0; Abstaining: 1 (Escalante); Absent: 2 (Law, Soza)

Motion Approved.

13. Committee Report: Infrastructure & Advocacy Committee

- a. Sanitation Program
- i. Staffing
Morgades updated the Board on current staffing levels within the Sanitation Program and that the community service program has yet to be reinstated. McQueen asked that we follow up with him regarding the Council of Judges.
 - ii. Outreach
Morgades stated the Bustamante has been working with property/businesses owners to reinforce responsibilities. Gudenrath stated that unfortunately, a lot of the major issues being faced today are the result of downtown property/business owners.
- b. Safety & Security Action Plan
- i. Off-Duty Officer Patrol Report
Morgades stated that the reports from recent off-duty officer patrols of the shopping district were included in the Board packet, and illustrate issues currently being faced in the district.
 - ii. El Paso Police Department Camera Registration Program
Morgades provided a draft of a promotional piece and stated that it is currently under review with PD.

14. Committee Report: Marketing Committee

- a. Current & Upcoming DTEP Promotions
- i. "Always Here" Campaign
Escalante stated that the DMD continues to provide relevant information during the pandemic via the website.
 - ii. "I Love DTEP" Contest
Escalante outlined a current promotion underway and identified the participating businesses. Vasquez stated that nearly 70 people have already participated.

- b. Social Media & INSIDER Distribution List
Escalante reviewed the continued growth in DMD Social Media profiles.
- c. DMD in the News
Gudenrath informed the Board of DMD media mentions in December 2020.

15. President's Report

- a. Board Member Spotlight
Jamie Gallagher provided updates on what is happening within Franklin Mountain Property Services.
- b. Update and Discussion on DMD Multi-Purpose Center/Arena Advocacy
McQueen stated that recent opposition expressed by property owners has ended El Paso County's nomination of the Downtown Historic District. Commissioner Stout asked that going forward the County have a standing item for updates to the DMD Board. McQueen agreed. Stout also detailed his disagreement with the letter issued by Gudenrath on behalf of the DMD to the Texas Historical Commission on January 8, 2021.

16. Executive Director's Report

- a. DMD Boundary Expansion Update
Gudenrath reported that the expansion was finalized in December 2020, and went into effect on January 1, 2021. A welcome letter was sent to all property owners. Escalante noted that he has seen improvements in the area thanks to the DMD Sanitation Program.
- b. Texas Metro Downtowns Coalition's Policy Priorities
Gudenrath stated that policy priorities were finalized and adopted by all seven organizations, and shared with the El Paso delegation.
- c. Internal/External Dashboard Update
Gudenrath reviewed a number of dashboard indicators for the organization and downtown community.
- d. Update and Discussion on Strategic Plan Review
Gudenrath reviewed recent progress and current status of the DMD's Strategic Plan priorities.

17. Construction & Event Update

- a. Current/Upcoming Projects and Events
Bustamante gave a brief update about current construction projects still underway in the downtown and upcoming events.

18. Economic Development Update by City of El Paso

Mirella Craigo presented an update on recent efforts by the City to support local and small businesses during the pandemic.

19. Call to the Public* (no action)

None

20. Open Discussion of topics relevant to Downtown El Paso (no action)

None

21. Discussion of the Next Board Meeting – February 25, 2021 at 11:30 a.m. (no action)

22. Executive Session

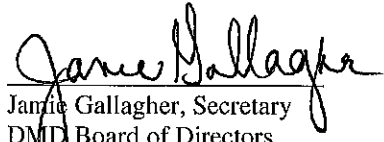
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- None

23. Adjourn

By consensus of the Board the meeting adjourned at 12:51 pm.

Submitted by:


Jamie Gallagher, Secretary
DMD Board of Directors

Date: Feb 9, 2021