



**Board of Directors Meeting
Ruben Torres, President**

The El Paso Downtown Management District Board of Directors meeting will be held Thursday, January 27, 2022 at 11:30 a.m. at the Center for Civic Empowerment on the 17th Floor of the Blue Flame Building, 304 Texas Avenue, El Paso, Texas.

Virtual & Telephone Participation

- Webex Meeting Link - <https://elpasotexas.webex.com/elpasotexas/j.php?MID=m65183412dbba4e2701597189b154a058>
- Webex Meeting Number (Access Code): 2496 763 4896
- Webex Meeting Password: mBTqPKJD582
- Join by Phone – 1-844-992-4726 (United States Toll Free)

Public Comment

The public is strongly encouraged to sign up to speak on items on this agenda before 11am, on Thursday, January 27, 2022. 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

**FILED FOR RECORD
IN MY OFFICE**

2022 JAN 21 PM 3:12

**DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS**

2. Approval of Minutes:
 - a. October 28, 2021 Board of Directors Meeting
 - b. December 2, 2021 Board of Directors Meeting
3. DMD October and December 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 October – December 2021.
5. 2022 DMD Board/Committee Meeting Schedule
6. Approval of Joe Gudenrath’s appointment to a 2-year term on the Board of Directors for the Rotary Club of El Paso.
7. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:
 - a. Dillinger’s Bar - \$100 participation fee for Downtown Barstool Open
 - b. Ocho y Medio - \$100 participation fee for Downtown Barstool Open
 - c. B-17 Bombers Oyster Bar - \$100 participation fee for Downtown Barstool Open
 - d. EPIC - \$100 participation fee for Downtown Barstool Open
 - e. Park Tavern - \$100 participation fee for Downtown Barstool Open
 - f. Craft & Social - \$100 participation fee for Downtown Barstool Open
 - g. Rockstar Burger Bar - \$100 participation fee for Downtown Barstool Open

- h. Stanton House - \$100 participation fee for Downtown Barstool Open
- i. The Tap - \$100 participation fee for Downtown Barstool Open
- j. The Tool Box - \$100 participation fee for Downtown Barstool Open
- k. Church Bar - \$100 participation fee for Downtown Barstool Open
- l. Mona Bar - \$100 participation fee for Downtown Barstool Open
- m. Pot Au Fcu - \$100 participation fee for Downtown Barstool Open
- n. Hotel Paso Del Norte - \$100 participation fee for Downtown Barstool Open
- o. Hotel Indigo - \$1,000 sponsorship & participation fee for Downtown Barstool Open
- p. Glazer's Beer & Beverage - \$10,000 sponsorship fee
- q. Chelito's -- in kind sponsorship for Downtown Barstool Open
- r. Up & Running - in kind sponsorship for Downtown Barstool Open

REGULAR AGENDA

- 8. Committee Report: Finance Committee – Chair Arlene Carroll
 - a. Monthly Financial Summary
- 9. Presentation, discussion and action to accept the Downtown Management District’s FY2020-2021 Independent Auditor’s Report.
- 10. Discussion and Action to amend the Downtown Management District’s FY2021-2022 Budget:

Line No.	Item	Original Budget	Proposed Amendment	Explanation
20350	EPA Brownfields Grant Revenue	\$15,000	\$173,000	Recognize all revenue associated with grant.
5045	Professional/Consult Fees	\$0	\$158,000	Recognize all expenses associated with grant.

- 11. Committee Report: Grant Programs Update – Chair Jamie Gallagher
 - a. Grant Programs Status/Fund Balance Report
- 12. Discussion and Action for Approval of a Reimbursement Grant Agreement submitted by Parradame Family Partnership LP for the property located at 621 S. Oregon Street
 - 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 621 S. Oregon Street (FAC 21-01) in the amount of \$25,000.00 with said project to be completed in accordance with the execution of the Agreement.
- 13. Committee Report: Infrastructure & Advocacy Committee -- Chair Martin Morgades
 - a. DMD Sanitation Program & Community Service Program Update
 - b. Brownfields Site Reuse & Revitalization Program, and Area Wide Plan Update
 - c. Downtown Landscaping and Tree Maintenance
 - d. Possible Position Statement – Revitalizing Downtowns Act
- 14. Committee Report: Marketing Committee – Chair Johnny Escalante
 - a. Welcome Ambassador Program Report
 - b. DMD Website
 - c. Current & Upcoming DTEP Promotions
 - d. Social Media & INSIDER Distribution List
 - e. DMD in the News
- 15. President’s Report
 - a. Future RFQs/RFPs – Banking Services, Audit Services, Legal Services
 - b. DMD Board Member Appointment

16. Discussion and Action on Appointment by Board of Directors to fill the unexpired term of Place 8 on the Downtown Management District Board with Cynthia Pina Ortwein. (The appointment to fill an unexpired term does not require City Council approval and is final upon Board approval.)

17. Executive Director's Report

- a. City of El Paso Uptown/Downtown Master Plan Update
- b. Strategic Plan Review
- c. Dashboard Update

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, February 24, 2022 (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):

- Discussion and advice of counsel (551.071 -Exemption for Consultation with legal counsel).

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 21st day of January, 2022, 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 Ruben Torres, 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 27, 2022

Location: Center for Civic Engagement, 17th Floor – Blue Flame Building, 304 Texas Avenue, El Paso, Texas

Attendees: _____ **Total Members:** 21 **Quorum: 11 needed**
Total Members Present: 15 (13 in person, 2 virtual)

Nadia Baem	Arlene Carroll	Johnny Escalante (Virtual)	Jamie Gallagher
Edgar Lopez	Pacelli Mesta	Martin Morgades	Steve Ortega
Mark Osborn	Eric Pearson	Laura Pople	Alejo Restrepo (Virtual)
Brad Taylor	Ruben Torres	Laura Uribarri	

Total Members Not Present: 5

Bill Burton	Sam Legate	Edgar Orozco	Y.I. Santoscoy
Peter Spier			

Ex-Officio Members: None

Staff: Joe Gudenrath; Rudy Vasquez; Richard Bustamante; Arwen Lyle
Guests: Gwen Pulido, DMD Attorney; Phil Strickler, Strickler & Prieto, LLP

1. Call meeting to order

Ruben Torres called the meeting to order at 11:38am on January 27, 2022 in the Center for Civic Engagement, 17th Floor – Blue Flame Building, 304 Texas Avenue, El Paso, Texas. 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 21, 2022 in accordance with the Texas Open Meeting Act on the dates indicated.

NOTICE TO THE PUBLIC

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CONSENT AGENDA

Pople provided a brief overview of all items and stated the items on the Consent Agenda are considered to be routine. Pople requested a Motion and Second to approve the Consent Agenda.

2. Approval of Minutes:

- a. October 28, 2021 Board of Directors Meeting
- b. December 2, 2021 Board of Directors Meeting

3. DMD October and December 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 October - December 2021.

5. 2022 DMD Board/Committee Meeting Schedule

6. Approval of Joe Gudenrath's appointment to a 2-year term on the Board of Directors for the Rotary Club of El Paso.

7. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:

El Paso DMD BOARD MEETING MINUTES – January 27, 2022

- a. Dillinger's Bar - \$100 participation fee for Downtown Barstool Open
- b. Ocho y Medio - \$100 participation fee for Downtown Barstool Open
- c. B-17 Bombers Oyster Bar - \$100 participation fee for Downtown Barstool Open
- d. EPIC - \$100 participation fee for Downtown Barstool Open
- e. Park Tavern - \$100 participation fee for Downtown Barstool Open
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- i. The Tap - \$100 participation fee for Downtown Barstool Open
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- k. Church Bar - \$100 participation fee for Downtown Barstool Open
- l. Mona Bar - \$100 participation fee for Downtown Barstool Open
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- n. Hotel Paso Del Norte - \$100 participation fee for Downtown Barstool Open
- o. Hotel Indigo - \$1,000 sponsorship & participation fee for Downtown Barstool Open
- p. Glazer's Beer & Beverage - \$10,000 sponsorship fee
- q. Chelito's – in kind sponsorship for Downtown Barstool Open
- r. Up & Running - in kind sponsorship for Downtown Barstool Open

Discussion: None
 Moved: Steve Ortega
 Seconded: Laura Pople
 Roll-Call Vote: For: 14; Against: 0; Abstaining: 0; Absent: 1 (Pearson)
 Motion Approved.

REGULAR AGENDA

8. Committee Report: Finance Committee

- a. Monthly Financial Summary
 Carroll gave a brief overview of the DMD's current financial position.

Torres asked the Board to consider Items #9 and #10 together.

9. Presentation, discussion and action accept the Downtown Management District's FY2020-2021 Independent Auditor's Report

Phil Strickler with Strickler and Prieto LLC presented the results of his firm's audit. No material findings were discovered.

10. Discussion and Action to amend the Downtown Management District's FY2021-2022 Budget:

Line No.	Item	Original Budget	Proposed Amendment	Explanation
20350	EPA Brownfields Grant Revenue	\$15,000	\$173,000	Recognize all revenue associated with grant.
5045	Professional/Consult Fees	\$0	\$158,000	Recognize all expenses associated with grant.

Gudenrath stated that the Auditor's asked that Brownfields Grant revenues and expenses be included in the budget. Currently the expenses and revenues are netted out.

Discussion: Morgades asked if TIRZ funds are accounted for correctly. Gudenrath stated that the auditors support the current way TIRZ funding and grant projects are reported.
 Moved to Approve Items #9 & #10: **Laura Pople**
 Seconded: **Martin Morgades**
 Roll-Call Vote: For: 14; Against: 0; Abstaining: 0; Absent: 1 (Pearson)
 Motion Approved.

11. Committee Report: Grant Programs Update

- a. Grant Programs Status/Fund Balance Report
 Gallagher gave a brief overview of current projects and budget status.

12. Discussion and Action for Approval of a Reimbursement Grant Agreement submitted by Parradame Family Partnership LP for the property located at 621 S. Oregon Street

- 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 621 S. Oregon Street (FAC 21-01) in the amount of \$25,000.00 with said project to be completed in accordance with the execution of the Agreement.

Discussion: Torres asked the applicant about current and future use of the building. Parra stated that it is a 2-story mixed use building with residential on the upper floor and commercial space on the first floor. Gudenrath pointed out that this property also received assistance from the DMD's Brownfields Assessment Grant. Morgades asked the applicant about the overall process. Parra stated that the Brownfields and Façade Grant process were smooth.

Moved: Martin Morgades

Seconded: Arlene Carroll

Roll-Call Vote: For: 14; Against: 0; Abstaining: 0; Absent: 1 (Pearson)

Motion Approved.

13. Committee Report: Infrastructure & Advocacy Committee

- a. DMD Sanitation Program & Community Service Program Update
Morgades provided information on the reinstatement of the Community Service Program. Although reinstated, the DMD has received no guidance on operations. DMD continues to reach out to the department with limited response.
- b. Brownfields Site Reuse & Revitalization Program, and Area Wide Plan Update
Morgades reported that current grant funds have been exhausted. The Area Wide Plan is being finalized and will be presented to the Board in February or March.
- c. Downtown Landscaping and Tree Maintenance
Morgades stated that the Interlocal Amendment is being held up with City Management.
- d. Possible Position Statement – Revitalizing Downtowns Act
Gudenrath stated that the DMD has been asked by the International Downtown Association and other downtown organizations to sign on in support of the Revitalizing Downtowns Act proposed in Congress. The Infrastructure Committee will make a recommendation at the February meeting.

14. Committee Report: Marketing Committee

- a. Welcome Ambassador Report
Escalante stated that the Ambassador program wrapped up Winter Session.
- b. DMD Website
Escalante stated that the website redesign is substantially complete and staff is continuing to populate the site with additional information and updates.
- c. Current & Upcoming DTEP Promotions
Escalante updated the Board on upcoming promotions including the Downtown Barstool Open.
- d. Social Media & INSIDER Distribution List
Escalante reviewed the continued growth in DMD Social Media profiles.
- e. DMD in the News
Gudenrath informed the Board that the DMD received no media mentions in December 2021.

15. President's Report

- a. Future RFQs/RFPs – Banking Services, Audit Services, Legal Services
Torres advised the Board that over the next six months DMD staff will solicit qualifications and proposals from a number of service providers including banking, audit and legal. Recommendations will be brought to the Board. Ortega stated that general experience working with governmental entities should be a qualification for legal services, as very few firms have experience working specifically with Municipal Management Districts.
- b. DMD Board Member Appointment
Torres stated that the Executive Committee has nominated Cynthia Pina Ortwein to fill the Board spot vacated by the retirement of Wayne Soza. This appointment will facilitate the continued relationship with El Paso Electric.

16. Discussion and Action on Appointment by Board of Directors to fill the unexpired term of Place 8 on the Downtown Management District Board with Cynthia Pina Ortwein. (The appointment to fill an unexpired term does not require City Council approval and is final upon Board approval.)

Discussion: None

Moved: Eric Pearson

Seconded: Martin Morgades

Roll-Call Vote: For: 14; Against: 0; Abstaining: 1 (Ortega); Absent: 0

Motion Approved.

17. Executive Director's Report

- a. City of El Paso Uptown/Downtown Master Plan Update
Gudenrath announced that the process will kick off with Steering Group meeting on January 27, 2022. Gudenrath and Morgades will represent the DMD.
- b. Strategic Plan Review
Gudenrath provided a review of the Strategic Plan and efforts to implement its strategies.
- c. Dashboard Update
Gudenrath provided a review of various internal and external indicators that the organization tracks.

18. 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. Taylor added that the March 19th Locomotive soccer match will be televised on ESPN Deportes.

19. Economic Development Update by City of El Paso

No Update.

20. Economic Development Update by El Paso County

No Update.

21. Call to the Public* (no action)

None

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

Mesta stated that the City is seeking proposals to assess the Arena feasibility. Ortega advised that the action is a positive step forward for the project. Ortega stated that a few long-term Board members have recently left the Board and he would be happy to underwrite a plaque to recognize members for their service. Uribarri stated that UTEP has a Commercial Real Estate Minor program which can provide interns for local real estate related businesses. Pearson stated that there will be 180 people Downtown as part of the Texas Lyceum. Mesta added that El Paso will host 1,200-1,500 members of the Texas Society of Architects this Fall.

23. Discussion of the Next Board Meeting – December 2, 2021 at 3 p.m. (no action)

24. Executive Session

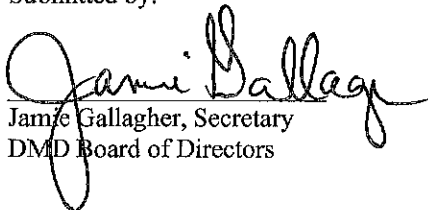
At any time during the Board Meeting, the Board may, upon motion and affirmative vote of a majority of the Board in attendance, retire into Executive Session pursuant to the Texas Government Code, Chapter 551, Sections 551.071 and 551.074(a) for the purpose of consultations with legal counsel and/or 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

By consensus of the Board the meeting adjourned at 12:54 pm.

Submitted by:


Jamie Gallagher, Secretary
DMD Board of Directors

Date: Feb 15, 2022