



**Board of Directors Meeting
Mark Osborn, President**

2025 AUG 22 PM 2:41

The El Paso Downtown Management District Board of Directors meeting will be held Thursday, August 28, 2025 at 11:30 a.m. at the offices of Emergence Health Network, 201 E. Main, Suite 600, El Paso, Texas.

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TX

Virtual & Telephone Participation

- a. Microsoft Teams Meeting Link - https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTFIYTM3N2YtZGYxMS00NGZkLTkxNTgtYjUxMWU3ODc3ZDQl%40thread.v2%0?context=%7b%22Tid%22%3a%22e16a2cd0-6c8b-436b-a2d6-d6f13bf5d26f%22%2c%22Oid%22%3a%2275185d15-a0f8-40de-91a7-5fb10ebc11d3%22%7d
Microsoft Teams Meeting ID: 269 661 611 610 3
Microsoft Teams Meeting Password: fL2GL2YD
- b. Join by Phone – 1-469-848-0155
Phone Conference ID: 278 810 116#

CITY CLERK DEPT
2025 AUG 22 PM 2:04

Public Comment

The public is strongly encouraged to sign up to speak on items on this agenda before 10am, on Thursday, August 28, 2025. 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. June 26, 2025 Board of Directors Meeting
3. DMD June & July 2025 Investment Reports
a. TexPool Accounts – balance, rate and status
4. Texas Public Funds Investment Act Quarterly Report – April through June 2025
5. Cancellation of the Downtown Management District Regular Board Meeting scheduled for Thursday, September 25, 2025 due conflicts with the International Downtown Association Annual Conference.
6. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:
a. WellCare – \$2,000 sponsorship of Downtown Employee Appreciation Day
b. GCC Sun City Materials - \$1,000 sponsorship of September Business Networking

NOTICE of DMD BOARD MEETING AGENDA – August 28, 2025

REGULAR AGENDA

7. Presentation, Discussion and Action to authorize the Executive Director to enter into a 3-year agreement (with a 2-year extension option) for professional audit services with Lauterbach, Borschow & Co. who submitted the sole proposal in response to the DMD's public procurement process for professional auditing services.
8. Presentation, Discussion and Action to authorize the Executive Director to enter into a 5-year office lease with Franklin Mountain Property Services for office and storage space at 201 E. Main, Suite 107. The Franklin Mountain Property Services' proposal was procured pursuant to the DMD's public competitive bidding procurement process for commercial office space.
9. Presentation, Discussion and Possible Action to approve the terms of an 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 facilitate the enhanced and efficient delivery of services including but not limited to sanitation services, downtown event permitting, economic development, and grant programs, and authorize the DMD Board President or Executive Director to enter into the final agreement with the City of El Paso.
10. Committee Report: Finance Committee – Chair Joanne Richardson
 - a. Monthly Financial Summary
11. Presentation, Discussion and Action on Approval of 2025-2026 Downtown Management District Budget.
12. Discussion and Action to Approve Adoption of the Tax Assessment Rate of \$.12 per \$100 in valuation for FY 2025-2026.
13. Committee Report: Economic & Residential Development Committee – Chair Pacelli Mesta
 - a. Grant Programs Status/Fund Balance Report
14. Committee Report: Infrastructure & Advocacy Committee – Chair Nadia Baem
 - a. Update on DMD Operational Matters
 - b. Brownfields Site Reuse & Revitalization Program Update
15. Committee Report: Marketing Committee – Chair Jose Garcia
 - a. Current & Upcoming DTEP Promotions
 - b. Social Media & INSIDER Distribution List
 - c. Welcome Ambassador Program Update
 - d. DMD in the News
16. President's Report
 - a. Executive Director Performance Evaluation Process Review
 - b. Board Member Appointments
17. Discussion and Action on Approval of recommendations to City Council to fill upcoming vacancies on the Downtown Management District Board of Directors as follows:

<u>Position</u>	<u>Candidate</u>	<u>Last Appt Date</u>	<u>Term#</u>	<u>Expiration Date</u>
Place 8	Tessa Judge		1	August 2028
Place 9	Nick Seckerson	-	1	August 2028
Place 10	Brian Kelley	-	1	August 2028
Place 11	Jose Garcia	2023	1*	August 2028
Place 12	Daniela Caro	2022	2	August 2028
Place 13	Marcelle Fernandez	-	1	August 2028
Place 14	Liliana Miranda	-	1	August 2028

* Indicates candidate was appointed to a partial term and is being nominated for his/her first full term.

All the above persons recommended are qualified to serve on the Board in accordance with the qualifications established by Chapter 375 as follows: are at least 18 years old, and are connected within the District as either (1) a resident, (2) owner of property, (3) owner of stock on property, as an individual or in a corporate capacity, (4) owner of a beneficial interest in a trust that owns property, or (5) be an agent, employee or tenant of the owners listed in categories 2, 3 and 4. And further, all of the above persons have experience in at least one of the following statutorily mandated areas: (1) energy matters, (2) commercial banking, (3) real estate development, (4) finance and insurance matters, (5) matters relating to retail or the provision of services, (6) provision of utilities, or (7) general issues the district will address.

18. Executive Director's Report

a. Annual Public Input Survey

19. Construction & Event Update – Richard Bustamante

a. Current/Upcoming Projects and Events

20. Economic Development Update by City of El Paso & Representative Chris Canales' Office

21. Economic Development Update by El Paso County

22. Call to the Public* (no action)

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

24. Discussion of the Next Board Meeting – Thursday, September 25, 2025 – 11:30am (no action)

25. 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

26. 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 22nd day of August 2025, 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 Mark Osborn, 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 – August 28, 2025

Location: Emergence Health Network, 201 E. Main, Suite 600, El Paso Texas, 79901

Attendees: **Total Members:** 19 **Quorum: 10 needed**
Total Members Present (In Person): 11

Nadia Baem	Beto Burton	Daniela Caro	Arlene Carroll
Kristi Daugherty	Guillermo Garcia	Patrick Merrick	Pacelli Mesta (12:18pm)
Michael Parra	Joanne Richardson	Kelly Tomblin	

Total Members Present (Online): 1

Maxey Scherr			
--------------	--	--	--

Total Members *Not* Present: 7

Kathrin Berg	Jose Garcia	Yolanda Giner	Edgar Lopez
Mark Osborn	Peter Spier	Brad Taylor	

Ex-Officio Members: None

Staff: Joe Gudenrath; Ivan Bernal; Richard Bustamante; Terry Mais; Brenda Sanchez

Guests: Bob Blumenfeld, DMD Attorney (virtual); Tatiana Abbas, Office of Representative Chris Canales

1. Call meeting to order

Baem called the meeting to order at 11:41am on August 28, 2025 in the offices of Emergence Health Network, 201 E. Main, Suite 600, 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 August 22, 2025 in accordance with the Texas Open Meeting Act.

A quorum was established at 11:45am.

CONSENT AGENDA

2. Approval of Minutes:

- a. June 26, 2025 Board of Directors Meeting

3. DMD June & July 2025 Investment Reports

- a. TexPool Accounts – balance, rate and status

4. Texas Public Funds Investment Act Quarterly Report – April through June 2025

5. Cancellation of the Downtown Management District Regular Board Meeting scheduled for Thursday, September 25, 2025 due to conflicts with the International Downtown Association Annual Conference.

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

- a. WellCare – \$2,000 sponsorship of Downtown Employee Appreciation Day
- b. GCC Sun City Materials - \$1,000 sponsorship of September Business Networking
- c. Rockstar Burger Bar – In-kind sponsorship and host of July Business Networking

Discussion: None.
Moved: Arlene Carroll
Seconded: Michael Parra
Roll-Call Vote: For: 11; Against: 0; Abstaining: 0; Absent: 1 (Mesta)
Motion Approved.

REGULAR AGENDA

7. Presentation, Discussion and Action to authorize the Executive Director to enter into a 3-year agreement (with a 2-year extension option) for professional audit services with Lauterbach, Borschow & Co. who submitted the sole proposal in response to the DMD's public procurement process for professional auditing services.

Gudenrath provided a review of the procurement process, the proposals received and the staff recommendation.

Discussion: Daugherty asked if the proposal received was adequate or if the DMD should attempt to gather additional bids. Gudenrath stated that the firm is qualified and the costs are comparable to past practices and less than the disqualified bid.
Moved: Kelly Tomblin
Seconded: Joanne Richardson
Roll-Call Vote: For: 11; Against: 0; Abstaining: 0; Absent: 1 (Mesta)
Motion Approved.

8. Presentation, Discussion and Action to authorize the Executive Director to enter into a 5-year office lease with Franklin Mountain Property Services for office and storage space at 201 E. Main, suit 107. The Franklin Mountain Property Services' proposal was procured pursuant to the DMD's public procurement process for commercial office space.

Gudenrath provided a review of the procurement process, the proposals received and the staff recommendation. He noted the recommendation was ultimately based on the annual costs and current budget limitations.

Discussion: None
Moved: Patrick Merrick
Seconded: Arlene Carroll
Roll-Call Vote: For: 11; Against: 0; Abstaining: 0; Absent: 1 (Mesta)
Motion Approved.

9. Presentation, Discussion and Possible Action to approve the terms of an 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 facilitate the enhanced and efficient delivery of services including but not limited to sanitation services, downtown event permitting, economic development, and grant programs, and authorize the DMD Board President or Executive Director to enter into the final agreement with the City of El Paso.

Gudenrath provided a review of proposed terms for the Interlocal Agreement.

Discussion: Board Members discussed the impact of the City's discontinued support of supplemental sanitation services on the overall budget and the overall importance of cleanliness. Gudenrath stated that the proposed budget does reflect a continuation of current services levels.
Moved: Joanne Richardson
Seconded: Arlene Carroll
Roll-Call Vote: For: 10; Against: 0; Abstaining: 0; Absent: 2 (Mesta, Scherr)
Motion Approved.

10. Committee Report: Finance Committee

a. Monthly Financial Summary

Richardson provided an overview of the current financial position of the DMD.

Items #11 and #12 were considered together.

11. Presentation, Discussion and Action on Approval of 2025-2026 Downtown Management District Budget.

12. Discussion and Action to Approve Adoption of the Tax Assessment Rate of \$.12 per \$100 in valuation for FY 2025-2026.

Gudenrath provided a review of the FY 2025-2026 proposed budget and the proposed Assessment Rate.

Discussion: Board Members discussed the assessment rate and overall valuation of the district.

Moved: Michael Parra

Seconded: Joann Richardson

Roll-Call Vote: For: 11; Against: 0; Abstaining: 0; Absent: 1 (Scherr)

Motion Approved.

13. Committee Report: Economic & Residential Development Committee

a. Grant Programs Status/Fund Balance Report

Mais provided an overview of current grants and fund balances. Parra asked about potential projects. Gudenrath stated that the DMD has been doing outreach as well as being contacted by interested business and property owners.

14. Committee Report: Infrastructure & Advocacy Committee

a. Update on DMD Operational Matters

Baem provided a brief update on recent increases in graffiti and illegal dumping.

b. Brownfields Site Reuse & Revitalization Program Update

Baem provided a brief update on current projects and program outreach.

15. Committee Report: Marketing Committee

a. Current & Upcoming DTEP Promotions

b. Social Media & INSIDER Distribution List

c. Welcome Ambassador Program Update

d. DMD in the News

Sanchez and Bernal provided brief updates on all items.

16. Presidents Report

a. Executive Director Performance Evaluation Process Review

Baem outlined the process that will take place over the next couple months.

b. Board Member Appointments

Baem stated that the Executive Committee had assembled a strong slate of candidates to be appointed to the seven positions and thanked the five Board Members who would be stepping off of the Board.

1. Discussion and Action on Approval of recommendations to City Council to fill upcoming vacancies on the Downtown Management District Board of Directors as follows:

Position	Candidate	Last Appt Date	Term#	Expiration Date
Place 8	Tessa Judge	-	1	August 2028
Place 9	Nick Seckerson	-	1	August 2028
Place 10	Brian Kelley	-	1	August 2028
Place 11	Jose Garcia	2023	1*	August 2028
Place 12	Daniela Caro	2022	2	August 2028
Place 13	Marcelle Fernandez	-	1	August 2028
Place 14	Liliana Miranda	-	1	August 2028

*** Indicates candidate was appointed to a partial term and is being nominated for his/her first full term.**

All the above persons recommended are qualified to serve on the Board in accordance with the qualifications established by Chapter 375 as follows: are at least 18 years old, and are connected within the District as either (1) a resident, (2) owner of property, (3) owner of stock on property, as an individual or in a corporate capacity, (4) owner of a beneficial interest in a trust that owns property, or (5) be an agent, employee or tenant of the owners listed in categories 2, 3 and 4. And further, all of the above persons have experience in at least one of the following statutorily mandated areas: (1) energy matters, (2) commercial banking, (3) real estate development, (4) finance and insurance matters, (5) matters relating to retail or the provision of services, (6) provision of utilities, or (7) general issues the district will address.

Gudenrath thanked Board Members for their help in identifying and recruiting nominees and provided a brief background on each nominee.

Discussion: None
Moved: Kelly Tomblin
Seconded: Pacelli Mesta
Roll-Call Vote: For: 11; Against: 0; Abstaining: 0; Absent: 1 (Scherr)
Motion Approved.

17. Executive Director's Report

a. Annual Public Input Survey

Gudenrath reported that over 1,200 responses were captured and results will be presented at the October Board Meeting.

18. Construction & Event Update

a. Current/Upcoming Projects and Events

Bustamante provided a report.

19. Economic Development Update by City of El Paso & Representative Chris Canales' Office

Tatiana Abbas presented a report on behalf of Representative Canales regarding recent City Council activities.

20. Economic Development Update by El Paso County

None

21. Call to the Public* (no action)

None

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

None

23. Discussion of the Next Board Meeting – October 30, 2025 at 11:30am. (no action)

None

24. Executive Session

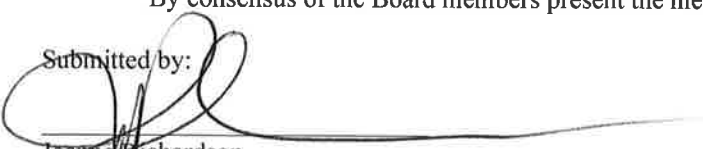
At any time during the Board Meeting, the Board may, upon motion and affirmative vote of a majority of the Board in attendance, retire into Executive Session pursuant to the Texas Government Code, Chapter 551, Sections 551.071 and 551.074(a) for the purpose of consultations with legal counsel and/or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

- None

25. Adjourn

By consensus of the Board members present the meeting adjourned at 1:03pm.

Submitted by:


Joanne Richardson
Treasurer

Date:

9/4/2025