



Board Appointment Form

Submitted On: Jun 15, 2022, 09:38AM MDT

City Clerk

Appointing Office	Mayor
Type of Agenda	Consent
Date of Council Meeting	Wednesday, June 22, 2022
Agenda Posting Language	Appointment of Holt Grambling to the Tax Increment Reinvestment Zone Number 5 by Mayor Oscar Leeser.
Name of Board/Committee/Commission	Tax Increment Reinvestment Zone Number 5
Appointment Type	Regular
Special Qualification Category (if applicable)	Experience in Construction - Refer to Resume
Nominated By	Mayor Oscar Leeser
Nominee Name	Holt Grambling
Nominee Email Address	[REDACTED]
Nominee Mailing Address	[REDACTED]
Zip Code	[REDACTED]
Nominee Primary Phone Number	[REDACTED]
Does the proposed appointee have a relative working for the city?	NO
Has appointee been a member of other city boards / commissions / committees?	YES
If so, please provide names and dates.	City Plan Commission (2015-2016); TIRZ 6 (2012-2016)
List all real estate owned by appointee in El Paso County (by address, if none, enter 'N/A')	[REDACTED]
Who was the last person to have held the position before it became vacant?	Blake Downey
Incumbent Expiration Date	April 30, 2022
Reason person is no longer in office	Term Expired
Date of Appointment	June 22, 2022
Term begins on	April 30, 2022
Expiration Date of New Appointee	April 30, 2024
Term	1st Term
Upload File(s)	Holt Grambling Resume_2022.pdf

Holt Grambling

EDUCATION

B.A., Texas Tech University (2007)

PROFESSIONAL LICENSES

Texas Real Estate Brokers License (current)

WORK EXPERIENCE

Owner/Property Manager, HCG Asset & Property Management (2016 - present)

I am responsible for the day-to-day operations and management of commercial properties owned by third-party clients in Texas and New Mexico. My duties include sourcing new business to lease space, managing the performance of service contracts, managing tenant retention programs, supervising maintenance, coordinating and supervising inspections, and other related activities. I meet regularly with owners, tenants and vendors to review my performance and to ensure expectations are met or to make necessary adjustments.

Some additional responsibilities include:

- Owner / Investor Communications
- Monthly, Quarterly, Annual Owner / Investor Financial Reports
- Lease/Contract Administration
- Billing & Collections
- Tenant/Client Relationship Maintenance
- Work Orders & Completion Tracking
- Property Budgets (including CapEx budgets)
- Critical Date Tracking
- Investor Relations
- Marketing
- Prospecting / Cold Calling

Property Manager, Franklin Mountain Management (2011-2016)

I managed and coordinated large teams of maintenance and construction personnel in the management of the Mills Building, Centre Building, and the accompanying Annex Garage in El Paso, Texas. This included directly reporting to the owner on a weekly basis and following up with any pending issues and details at the end of each week.

Assistant Property Manager, Borderplex Community Trust REIT (2009-2011)

I served as the Assistant Manager for the Borderplex REIT's downtown El Paso office assets. My responsibilities included managing and leasing the Chase Bank Tower and reporting to my direct supervisor. I also reported on a monthly basis to the Board of Directors, received and addressed shareholder issues, and created investor presentations.

NOTABLE PROJECTS IN EL PASO, TEXAS

ONE San Jacinto Plaza (formerly Chase Tower)
Wells Fargo Tower
The Centre Building
Anson Mills Building

Transmountain Medical Plaza I
Eastside Medical Plaza
Medical Arts Building & Annex

COMMUNITY INVOLVEMENT

Board Member of the Tax Reinvestment Zone #7 (TIRZ #7) in El Paso, Texas- Past
Board Member of the City of El Paso Planning and Zoning Commission - Past
Youth T-Ball coach with the Southwest Baseball League