



## Board Appointment Form

City Clerk's Office

Appointing Office	Mayor Oscar Leeser
Agenda Placement	Consent
Date of Council Meeting	07/16/24
Name of Board	Tax Increment Reinvestment Zone Number 5
Agenda Posting Language	
Re-appointment of Holt Grambling to the Tax Increment Reinvestment Zone Number 5 by Mayor Oscar Leeser.	
Appointment Type	Regular
Member Qualifications	
See attached resume.	
Nominee Name	Holt Grambling
Nominee Email Address	
Nominee Residential Address	
Nominee Primary Phone Number	
Residing District	District 1
City Employed Relatives	N/A
Board Membership	
City Plan Commission (2015-2016) TIRZ 6 (2012-2016)	
Real estate owned in El Paso County	
Previous Appointee	Holt Grambling
Reason for Vacancy	Term Expired
Date of Appointment	07/16/24
Term Begins On	03/19/24
Term Expires On	03/18/26
Term	Second Term

# Holt Grambling

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## **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. This includes sourcing new business for lease space, managing the performance of service contracts, tenant retention programs, supervising maintenance, inspections, and other related activities. I meet regularly with owners, tenants and vendors to review performance and ensure expectations are met and 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 staff in the management of the Mills Building, Centre Building, and the accompanying Annex Garage. This included directly reporting to owner on a weekly basis with follow-up update email with any pending issues and detail 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 office assets. My responsibilities included managing and leasing the Chase Bank Tower and reporting to my direct supervisor. I reported on a monthly basis to Board of Directors, received and address shareholder issues and create investor presentations.

**NOTABLE PROJECTS**

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 #5 (TRIZ #5) - Current

Board Member of the Tax Reinvestment Zone #7 (TRIZ #7) - Past

Board Member of City Planning and Zoning Commission - Past