



Board Appointment Form

City Clerk

Submitted On:

May 16, 2023, 03:29PM MDT

Appointing Office	Mayor Oscar Leaser
Agenda Placement	Consent
Date of Council Meeting	Tuesday, May 23, 2023
Name of Board	El Paso Bond Overview Advisory Committee
Agenda Posting Language	Appointment of Holt Grambling to the Bond Overview Advisory Committee by Mayor Oscar Leaser.
Appointment Type	Regular
List the nominee's qualifications to serve on this Board	See attached resume.
Nominee Name	Holt Grambling
Nominee Email Address	[REDACTED]
Nominee Residential Address	[REDACTED]
Nominee Primary Phone Number	[REDACTED]
Which District does the nominee reside in?	District 1
Does the appointee have a relative working for the City?	N/A
Has the appointee been a member of any other city boards?	TIRZ #5 TIRZ #6 City Plan Commission
List all real estate owned in El Paso County	[REDACTED]
Previous Appointee	Bernard Sargent
Reason for Vacancy	Term Expired
Date of Appointment	May 23, 2023
Term Begins On	January 01, 2021
Term Expires On	December 31, 2024
Term	1st Term
Upload File(s)	Resume Holt Grambling.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. 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