

**MINUTES OF REGULAR MEETING  
OF  
DOWNTOWN REDEVELOPMENT AUTHORITY**

April 18, 2017

The Board of Directors (the "Board") of the Downtown Redevelopment Authority (the "Authority") convened in regular session, open to the public, at the offices of the Houston Downtown Management District, on the 18<sup>th</sup> day of April, 2017, and the roll was called of the duly constituted officers and members of the Board, to-wit:

|                  |                              |
|------------------|------------------------------|
| F. Xavier Peña   | Chair                        |
| Michele Sabino   | Vice Chair                   |
| Deborah Keyser   | Secretary                    |
| Curtis Flowers   | Treasurer/Investment Officer |
| William Kennerly | Director                     |
| Barry Mandel     | Director                     |
| James Harrison   | Director                     |
| Regina Garcia    | Director                     |
| Bruce Austin     | Director                     |

and all of said persons were present.

Also present were Bob Eury, President, Ryan Leach, Executive Director, and Emily Barnes, Administrative Assistant of the Authority (Authority); Algenita Scott Davis and Jackie Traywick of Central Houston, Inc. (CHI); Brett DeBord, Joe Maxwell and Lonnie Hoogeboom of the Houston Downtown Management District (HDMD); Jennifer Curley of the City of Houston (COH); Clark Lord of Bracewell LLP; Minh Tran, Administrative Sergeant, of the Downtown Division of the Houston Police Department (HPD); and Elizabeth Stemas of Skanska USA Building Inc.

**DETERMINE QUORUM; CALL TO ORDER**

Chair Peña noted that a quorum was present and called the meeting to order at 12:24 p.m.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENTS**

Chair Peña requested all meeting attendees briefly introduce themselves and welcomed all.

**MINUTES OF PREVIOUS MEETINGS**

The Board considered approving the minutes of the previous meetings. Following discussion, upon a motion made by Director Harrison and seconded by Director Mandel, the Board voted unanimously to approve the minutes of the February 22<sup>nd</sup>, 2017 and March 14<sup>th</sup>, 2017 meetings.

**MUNICIPAL SERVICES**

Chair Peña called on Administrative Sergeant Minh Tran (HPD) to introduce the monthly discussion of the HPD Overtime Program. Sgt. Tran presented the reports for the months of February and March 2017. The reports provided an overview of expenditures and highlighted the current programs. Sgt. Tran elaborated on the activities of HPD during Super Bowl LI at the request of the Board.

Sgt. Tran answered questions for the Board and Authority staff and also announced Captain Caroleta Johnson has joined the Downtown Division of the Houston Police Department.

No action was required.

## **FINANCIALS**

### **Check Registers – February and March 2017**

Ms. Traywick (CHI) provided an overview of the operating and 2015 bond account check registers for the months of February and March 2017. She reported the expenditures listed on the check registers were reoccurring operating and capital project expenses and recommended full approval by the Board.

Following discussion, upon a motion made by Director Mandel and seconded by Director Garcia, the Board voted unanimously to approve the check registers.

### **Draft of FY18 Operating & CIP Budget**

Ms. Traywick (CHI) provided an overview of the drafted Fiscal Year 2018 budget which included estimates of operating expenses and capital improvement expenses for the upcoming year. Mr. Leach (Authority) elaborated on the budget as it pertained to upcoming projects. Ms. Traywick offered an explanation of the on-going Shopping District Retail Initiative. Mr. Leach and Ms. Traywick answered questions from the Board.

Following much discussion, upon a motion made by Director Austin and seconded by Director Harrison, the Board voted unanimously to approve the drafted FY18 Operation & CIP Budget as presented.

### **FY17 Third Quarter Financial Statement and Investment Report**

Ms. Traywick (CHI) provided a detailed overview of the quarterly financial statement for the third quarter of FY17. Ms. Traywick reported expected revenues, expenses and project costs. It was noted that the FY17 Third Quarter Investment Report was mistakenly absent from the meeting materials. Ms. Barnes (Authority) stated she would send the investment report to all present after the meeting was adjourned.

No action was taken at this time.

## **OTHER BUSINESS**

### **Project Status Report**

Mr. Leach (Authority) called on Mr. Hoogeboom (HDMD) to briefly share with the Board the status of the Downtown District's Plan Downtown Initiative. Mr. Hoogeboom noted that Plan Downtown was progressing and the District had held two public workshops on April 12<sup>th</sup>, 2017, to engage the downtown community.

No action was required.

## **NEXT MEETING**

Chair Peña announced that the next Board of Directors meeting is scheduled for May 9<sup>th</sup>, 2017 at 12:00 p.m. at the regular meeting location.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:39 p.m.

[Signature follows]



  
Secretary, Board of Directors