

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

August 12, 2014

The Board of Directors (the "Board") of Downtown Redevelopment Authority (the "Authority") convened in regular session, open to the public, at the offices of Houston Downtown Management District, on the 12<sup>th</sup> day of August, 2014, and the roll was called of the duly constituted officers and members of the Board, to-wit:

F. Xavier Pena	Chair
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Deborah Keyser	Secretary
Curtis Flowers	Treasurer/Investment Officer
Michele Sabino	Director
Keith Edward Hamm	Director
Barry Mandel	Director
James Harrison	Director
Regina Garcia	Director

and all of said persons were present except Director Flowers, thus constituting a quorum.

Also present were: Bob Eury, President, Ryan Leach, Executive Director, Brianna Garner, Administrative Assistant of the Authority, and Aidé Meza, Administrative Assistant of the Authority; Jackie Traywick and Algenita Scott Davis of Central Houston, Inc.; Lonnie Hoogeboom, and Heather Swift of Houston Downtown Management District (HDMD); Clark Lord of Bracewell & Giuliani LLP; Jennifer Curley of the City of Houston; Suzanne Jarvis and Leonard Kincaid of the Houston Recovery Center; City Council Member Robert Gallegos, Daniel Santamaria, and Joaquin Martinez of City Council Member Gallegos' office; and Ian Rosenberg of INFILL.

**DETERMINE QUORUM; CALL TO ORDER**

Chair Pena noted that a quorum was present and called the meeting to order.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENTS**

Chair Pena requested all meeting attendees to briefly introduce themselves and welcomed all. Mr. Leach introduced Aidé Meza as the new Administrative Assistant for the Authority and Bruce Austin, the newest addition to the Authority Board upon City Council Approval.

## **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Board considered approving the minutes of June 10, 2014. Following discussion, upon a motion made by Director Keyser and seconded by Director Mandel, the Board voted unanimously to approve the minutes of June 10, 2014.

## **FINANCIAL REPORT**

### **Quarterly Financial Report**

Ms. Traywick provided an overview of the quarterly financial report for the 4th Quarter of FY2014. She reported that the value in the DRA's investment account doubled and explained the bond adjustments.

Following discussion, upon a motion made by Director Harrison and seconded by Director Mandel, the Board voted unanimously to approve the Fourth Quarter Financial and Investment reports as presented.

### **Check Register**

Ms. Traywick provided an overview of the operating account check register for June 2014 and July 2015. She reported that the expenditures listed on the check register were reoccurring operating 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 register.

### **Authorization of FY 2014 Audit Services**

Ms. Traywick provided an overview of the FY 2014 Audit Services through the firm Carr, Riggs, and Ingram, LLC.

Following discussion, upon a motion made by Director Harrison and seconded by Director Mandel, the Board voted unanimously to approve the expenditure in the amount not to exceed \$14,500 for audit services, and the execution of necessary agreements by the appropriate officers of the Authority.

## **MUNICIPAL SERVICES/HPD OVERTIME PROGRAM**

Captian Satterwhite was not able to attend the meeting and no other HPD representative was present. However, their monthly report to the Board provided an overview of the criminal statistics within the Central Business District for the months of June and July 2014.

## **HOUSTON RECOVERY CENTER PRESENTATION**

Ms. Suzanne Jarvis, Program Manager of the Houston Recovery Center, presented an overview of the recovery center's sobriety program and stated a longer term goals of providing individualized treatment to recovering addicts and those currently struggling with addiction.

The discussion then moved to questions from the Board of Directors, specifically about issues within TIRZ boundaries.

## **HISTORICAL PRESERVATION IMPROVEMENTS**

### **412 Main Request**

Mr. Leach informed the Board of 412 Main's most recent request. The developer requests the project's grant total of \$1,504,660 be restructured as a lump sum, reimbursable upon construction completion. The Economic Development Committee (EDC) vetted and approved this request to the Board. The EDC also recommended a requirement that construction begin within six months of authorization and must be completed within one year of the construction's start date.

Following discussion, upon a motion made by Director Harrison and seconded by Director Mandel, the Board voted unanimously to approve the grant's restructuring in the amount of \$1,504,660 in FY 2015, and the execution of necessary agreements by the appropriate officers of the Authority.

### **JW Marriot 806 Main Inspection**

Mr. Hoogeboom provided an overview of the 75% façade restoration report by Matrix Engineering. He estimated the project to be completed within the next 45-60 days.

### **International Coffee Building Cistern Request**

Mr. Leach informed the Board of the project's request for additional funding for a Cistern, as an amendment to previous Board approval.

Following discussion, upon a motion made by Director Sabino and seconded by Director Mandel, the Board voted unanimously to approve the increased amount of \$45,153.96, and the execution of necessary agreements by the appropriate officers of the Authority.

### **Byrd's Lofts Windows**

Mr. Leach updated the Board on the project's financial situation. He stated that the property owner is currently searching for additional sources of funding for this project.

## **CAPITAL IMPROVEMENT PROJECTS**

Mr. Hoogeboom provided an overview of the two (2) action items brought to the Board.

### **Allen Parkway Action Item #1- SWA Landscaping**

Authority staff requests to enter into an agreement with SWA Landscaping. SWA has previously worked on the Buffalo Bayou Park project which is adjacent to the Allen Parkway project. They will provide designs for the upcoming public meetings and will provide supporting documents to Walter P. Moore.

Following discussion, upon a motion made by Director Hamm and seconded by Director Harrison, the Board voted unanimously to approve the amount of \$52,000 for landscaping professional services with SWA, and the execution of necessary agreements by the appropriate officers of the Authority

### **Allen Parkway Action Item #2- Walter P. Moore**

Authority staff requests an increase of a previously authorized expenditure from \$15,000 to \$25,000 with Walter P. Moore. This increase would fund a simulation model for future public meetings.

Following discussion, upon a motion made by Director Harrison and seconded by Secretary Keyser, the Board voted unanimously to approve the increase of expenditure from \$15,000 to \$25,000 with Walter P. Moore, and the execution of necessary agreements by the appropriate officers of the Authority.

## **OTHER BUSINESS**

### **City of Houston's Lamar Street Cycletrack**

Mr. Hoogeboom informed the Board of the City of Houston's cycletrack project. Situated on Lamar St. and extending from LaBranch St. to Bagby St., the two way bike lane would connect downtown parks while leaving three (3) lanes available for traffic.

At this time, there is no DRA funding requests planned for this project.

### **Shopping District Update and Initiative**

Ms. Swift discussed all the new openings in Downtown that have been made possible through the redevelopment of Market Square Park. She passed out a map with all current retail activity in the TIRZ boundaries.

Mr. Eury informed the Board of an upcoming meeting with the District retail consultant. Possible redevelopment of the Sakowitz building may be discussed.

#### Conflict of Interest Forms

Mr. Leach gave information about how to address and document any potential conflict of interest with the Board.

#### Project Status Report

Mr. Leach provided a brief status update of ongoing projects. The City of Houston has committed \$500,000 in their FY2015 Capital Improvements Projects (CIP) budget for the Jesse H. Jones Library Plaza project. SkyHouse is completed. 1111 Rusk, the Old Texaco Building, is approaching its 50% inspection.

#### **NEXT MEETING**

Tuesday, September 9<sup>th</sup> at 12:00 pm.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned.

*[Signature page follows]*

  
Secretary, Board of Directors

