

# AGENDA

## HOUSTON FIRST CORPORATION

**BOARD OF DIRECTORS MEETING  
JANUARY 17, 2019 – 3:00 P.M.  
Partnership Tower, 701 Avenida de las Americas, Ste. 200  
Houston, Texas 77010  
HFC BOARD ROOM**

**BOARD MEMBERS:**

*David Mincberg, (Chair), Desrye Morgan, (Vice-Chair), Sofia Adrogué, Elizabeth Brock, Katy Caldwell, Nicki Keenan, Ryan Martin, Alex Brennan-Martin, Paul Puente, Bobby Singh, Jay Tatum, Gerald Womack, Jay Zeidman, Council Member Dave Martin, Ex-officio, Council Member David Robinson, Ex-officio*

*In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby. The Agenda is also available online at <https://www.houstonfirst.com>.*

*To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.*

*Any questions regarding this Agenda, or requests for special needs assistance, should be directed to Lisa K. Hargrove, General Counsel at either 713.853.8965 or [Lisa.Hargrove@houstonfirst.com](mailto:Lisa.Hargrove@houstonfirst.com)*

**Code of Business Conduct and Ethics** – As a reminder, under Houston First Corporation’s Code of Business Conduct and Ethics Policy, if you have a potential conflict of interest that you have not previously disclosed relating to a transaction or arrangement being discussed or voted on, you should notify the Chair and refrain from voting on the transaction or arrangement and recuse yourself from the discussion on the matter at hand. You should have received a copy of the Policy, but if not, let us know and we will provide one for you.

- I. Call to Order
- II. Public Comments
- III. Minutes – December 20, 2018

**IV. Presentations, Reports and Updates**

- A. Flood Recovery Status
- B. Flood Financial Report
- C. Community Sponsorship Report
- D. 2018 Purchase Orders between \$50,000 - \$250,000 and 2019-2020 Procurement Plan
- E. CFO Financial Report
- F. Legislative Update

**V. Board Business**

- A. Consideration and possible approval of a Procurement Manual for Houston First Corporation.
- B. Consideration and possible approval of a Project Management Services Agreement with Jones Lang LaSalle Americas, Inc. for the Hilton Americas-Houston Hotel Guestroom Renovation Project.
- C. Consideration and possible approval of a Work Authorization with M. Arthur Gensler Jr. & Associates, Inc. d/b/a Gensler for the Hilton Americas-Houston Hotel Guestroom Renovation Project.
- D. Consideration and possible approval of a Promissory note with the City of Houston.

**VI. Executive Session:**

Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of deliberations regarding the duties and responsibilities of the President & CEO of Houston First Corporation.

**VII. Executive Session:**

Executive (closed) session pursuant to Texas Government Code Section 551.071 for the purpose of consulting with the Houston First General Counsel.

**VIII. Announcements**

- Report by Houston First Chairman
- Report by Houston First President

**IX. Adjournment**