

# AGENDA

## HOUSTON FIRST CORPORATION

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**OPERATIONS COMMITTEE MEETING**  
**February 14, 2023 – 10:00 A.M.**  
**Partnership Tower, 701 Avenida de las Americas, Suite 200**  
**Houston, Texas 77010**  
**HOUSTON FIRST BOARD ROOM**

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**COMMITTEE MEMBERS:**

Desrye Morgan (Chair), Reginald Martin (Vice-Chair), Alex Brennan-Martin, Elizabeth Brock, Steven Mitzner, Tom Segesta, Bobby Singh, Council Member Robert Gallegos

*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 the Agenda, should be directed to Lisa K. Hargrove, General Counsel at either 713-853-8965 or [Lisa.Hargrove@houstonfirst.com](mailto:Lisa.Hargrove@houstonfirst.com)*

- I. Call to Order**
- II. Public Comments**
- III. Minutes – December 2, 2022**
- IV. Committee Business**
  - A. Consideration and possible recommendation of funding for a Task Orders(s) with Elevator Repair Service, Inc. for the replacement of the Glass Elevator in Jones Hall for the Performing Arts.
- V. Presentations, Reports, and Updates**
  - A. President & CEO Report
  - B. Construction Update – Lynn Wyatt Square for the Performing Arts
  - C. Programming and Event Updates
- VI. Adjourn**

**III. Minutes – December 2, 2022**

# MINUTES

## HOUSTON FIRST CORPORATION

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**Operations Committee Meeting  
December 2, 2022 – 3:00 P.M.  
Partnership Tower, 701 Avenida de las Americas, Suite 200  
Houston, Texas 77010  
HOUSTON FIRST BOARD ROOM**

*The Operations Committee (“Committee”) of Houston First Corporation (the “Corporation” or “HFC”), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV’T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Suite 200, Houston, Harris County, Texas 77010 on Friday, December 2, 2022, commencing at 3:00 p.m.*

*Written notice of the meeting including the date, hour, place, and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.*

*The following Committee Members participated in the meeting: Desrye Morgan (Chair), Reginald Martin (Vice-Chair), Alex Brennan-Martin, Elizabeth Brock, Dean Gladden, Steven Mitzner, Tom Segesta, Bobby Singh, and Council Member Robert Gallegos.*

1. **Call to Order.** The Committee Chair called the meeting to order at 3:00 p.m., and a quorum was established.
2. **Public Comments.** None.  
  
David Mincberg was in attendance.
3. **Review and approval of minutes from prior meetings.** Following a motion duly seconded, November 1, 2022’s minutes were approved as presented. Reginald Martin was absent at the time of the vote.
4. **Committee Business**
  - A. Consideration and possible recommendation of increased funding for the Recovery Architectural Services Agreement with Harrison Kornberg Architects, LLC and ARUP Texas, Inc., a joint venture, the issuance of a new task order(s) for additional design services related to updating and completing mitigation documents for Wortham Theater and Theater District Parking Garages due to Hurricane Harvey, and a First Amendment to such Agreement.

Michael Heckman, President & CEO, stated that the Operations Committee tabled this item at the previous meeting due to the necessity of additional information, which it

has since received. Mr. Heckman added that management recommends moving forward on this item to complete design documents regarding further flood mitigation.

Andy Icken, Chief Development Officer, explained that HFC's role is to manage certain facilities through an Interlocal Agreement. Currently, HFC is completing the design phase, which is already substantially funded but incomplete.

Stephen Costello, Chief Recovery Officer for the City of Houston, explained that this project commenced several years ago and that his role is to drive as many hazard mitigation projects forward as possible with the understanding that FEMA will support these projects. Mr. Costello expressed his concerns that FEMA and possibly the Corporation's insurance company may deny claims for reimbursement if this mitigation project does not move forward if another event like Harvey occurs. He expressed that the project needs the design to progress, and he committed to management to continue discussions during the construction phase. Mr. Costello also noted that he would contact the City's General Services Department to solicit outside consultants to perform the work according to federal standards and discuss advanced funding for construction with the Texas Division of Emergency Management, the grant recipient of all federal funds.

Mr. Icken emphasized that Lisa Hargrove, General Counsel, adjusted the SOP letter to convey that it is currently solely focused on the design phase of construction. He also stated that the City agrees that part two of the project would require a separate contract.

Mr. Heckman reiterated that management recommends approval for the completion of the design phase of construction.

Following a motion duly seconded, increased funding for the Recovery Architectural Services Agreement with Harrison Kornberg Architects, LLC and ARUP Texas, Inc., a joint venture, the issuance of a new task order(s) for additional design services to update and complete mitigation documents for Wortham Theater and Theater District Parking Garages due to Hurricane Harvey, and a First Amendment to such Agreement passed unanimously.

5. **Adjourn.** The meeting adjourned at 3:27 p.m.

**V. (A) Consideration and possible recommendation of funding for a Task Order(s) with Elevator Repair Service, Inc. for the replacement of the Glass Elevator in Jones Hall for the Performing Arts.**

**Consideration and possible approval of funding for a Task Order(s) with Elevator Repair Service, Inc. for the replacement of the Glass Elevator in Jones Hall for the Performing Arts.**

**DESCRIPTION:** Houston First Corporation contracts Elevator Repair Service, Inc. ("ERS") to provide elevator and escalator repair and maintenance services to the Houston First Corporation facilities. The Glass Elevator at Jones Hall for the Performing Arts ("Jones Hall") must be fully replaced during the summer of 2023, when the theater is dark. It is imperative that parts are ordered expeditiously to ensure the replacement schedule.

Management requests that the Board of Directors approve an amount not to exceed \$550,000 for a Task Order(s) with ERS for parts and replacement services for the Glass Elevator in Jones Hall.

The diversity goal for the Agreement with Elevator Repair Service, Inc. is five percent.

**RESOLVED**, that the Board of Directors of Houston First Corporation approves the following resolutions with regard to the issuance of a Task Order(s) to Elevator Repair Service, Inc. for parts and replacement services for the Glass Elevator in Jones Hall:

**RESOLVED**, that the Board of Directors of Houston First Corporation hereby approves and authorizes an amount not to exceed \$550,000 for a Task Order with Elevator Repair Service, Inc. for parts and replacement services for the Glass Elevator in Jones Hall; together with such conditions or modifications that are approved by the President and Chief Executive Officer, as he may determine to be in the best interest of Houston First Corporation, and to execute such Task Order(s); the President and Chief Executive Officer hereby is, without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of Houston First Corporation to execute and deliver such Task Order(s) in a form as approved by the President, or any Authorized Person (defined below), such approval to be conclusively established by the execution and delivery of a Task Order(s) by any Authorized Person; and

**FURTHER RESOLVED**, that each of the President and Chief Executive Officer and General Counsel of Houston First Corporation are each hereby designated by Houston First Corporation as an "Authorized Person" for purposes of this resolution and with respect to the issuance of a Task Order(s) to be executed hereunder; and

**FURTHER RESOLVED**, that the Task Order(s) executed by any Authorized Person, for and on behalf of and in the name of Houston First Corporation before or following the adoption of the foregoing resolution, in connection with the described transaction, be and is hereby ratified, confirmed, and approved in all respects for all purposes.



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HOUSTON FIRST CORPORATION  
**OPERATIONS COMMITTEE  
MEETING**

Hermann Park  
MUSEUM DISTRICT

**HFC BOARD ROOM**  
**Partnership Tower**  
Tuesday, February 14, 2023  
10:00 a.m.

1 HFC OPERATIONS COMMITTEE MEETING

Graffiti Park  
EAST DOWNTOWN



2 HFC OPERATIONS COMMITTEE MEETING

# PUBLIC COMMENTS

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Anyone who wishes to address the committee during the Public Comment session may do so by signing up on the Public Comment page at the front of the room.

**HFC OPERATIONS COMMITTEE MEETING**  
February 14, 2023

Houstonfirst

Joe Campos Torres Plaza  
FIRST WARD



# MINUTES

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December 2, 2022

**HFC OPERATIONS COMMITTEE MEETING**  
February 14, 2023

# COMMITTEE BUSINESS

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- A.** Consideration and possible recommendation of funding for a Task Order(s) with Elevator Repair Service, Inc. for the replacement of the Glass Elevator in Jones Hall for the Performing Arts.

**JOHN GONZALEZ**

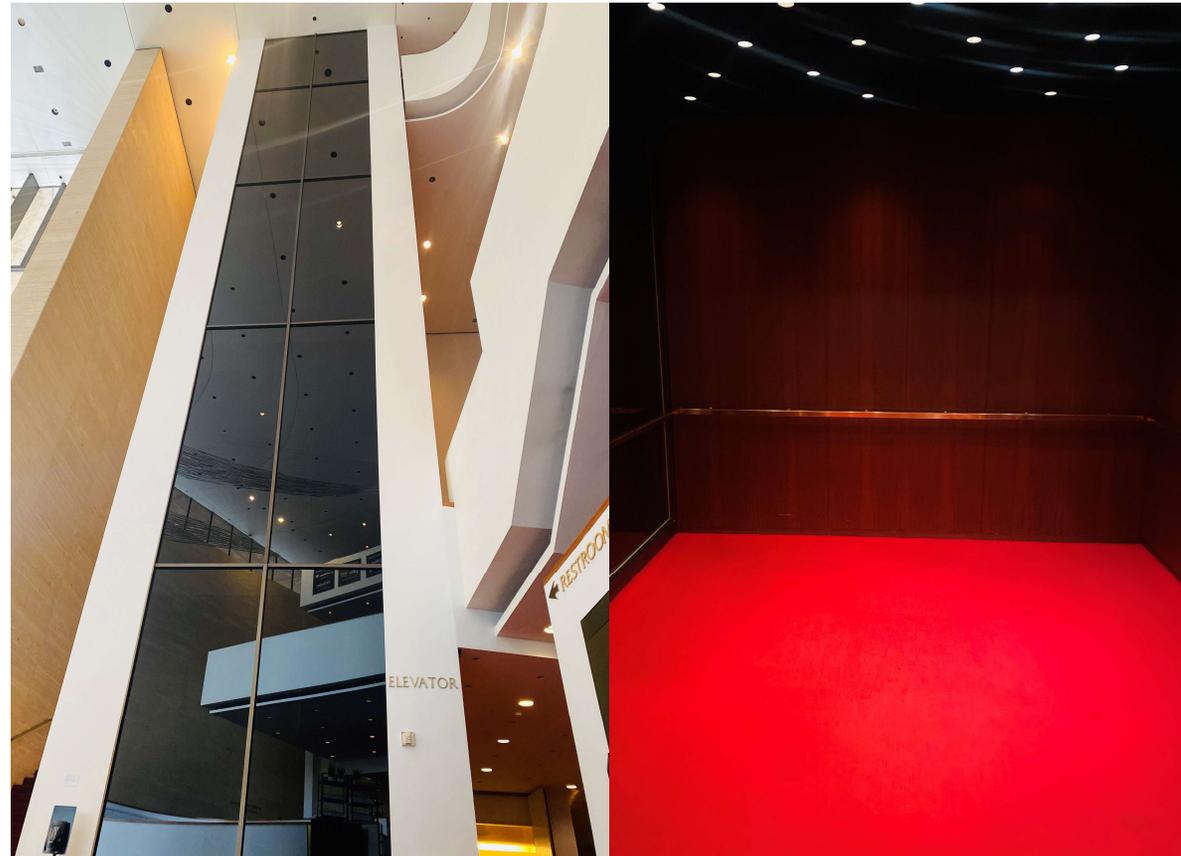
*Senior Vice President & General Manager*

**HFC OPERATIONS COMMITTEE MEETING**

February 14, 2023

# JONES HALL GLASS ELEVATOR REFURBISHMENT

- Approved Capital Project
  - Task order through current provider, Elevator Repair Service Company (ERS)
- Total cost: **\$503,471**
- Work scheduled to begin mid-May to coincide with Foundation for Jones Hall construction
- Completion date: **September 5, 2023**
- Glass elevator original to building



Waterwall  
UPTOWN/GALLERIA

6 HFC OPERATIONS COMMITTEE MEETING

HOUSTON FIRST  
**PRESIDENT & CEO**

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**MICHAEL HECKMAN**

**HFC OPERATIONS COMMITTEE MEETING**  
February 14, 2023

**Houstonfirst**



# COMMITTEE UPDATE

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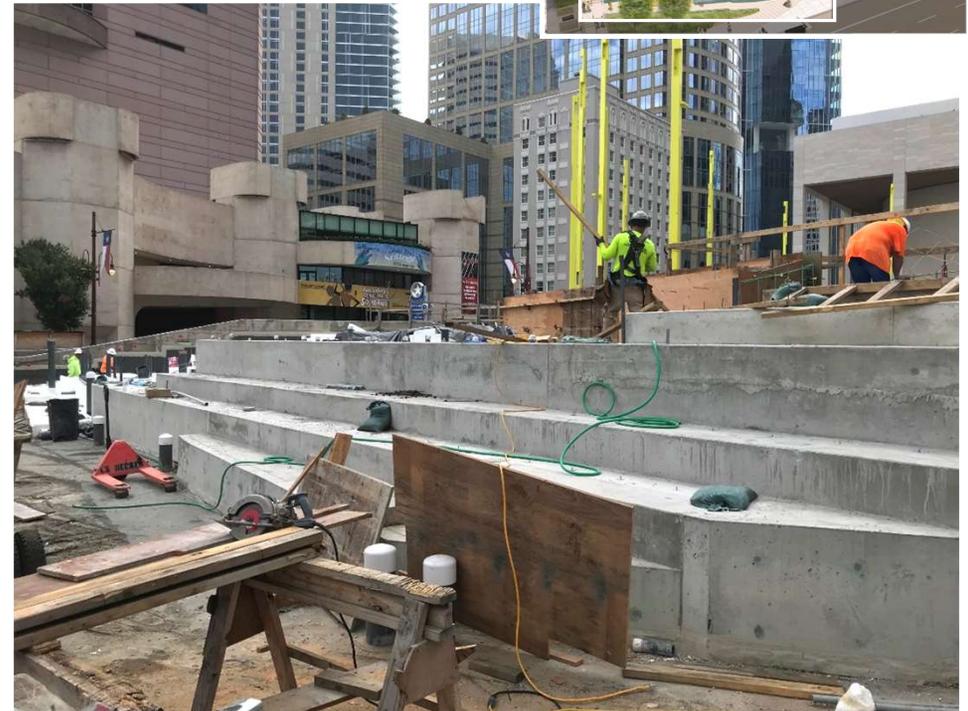
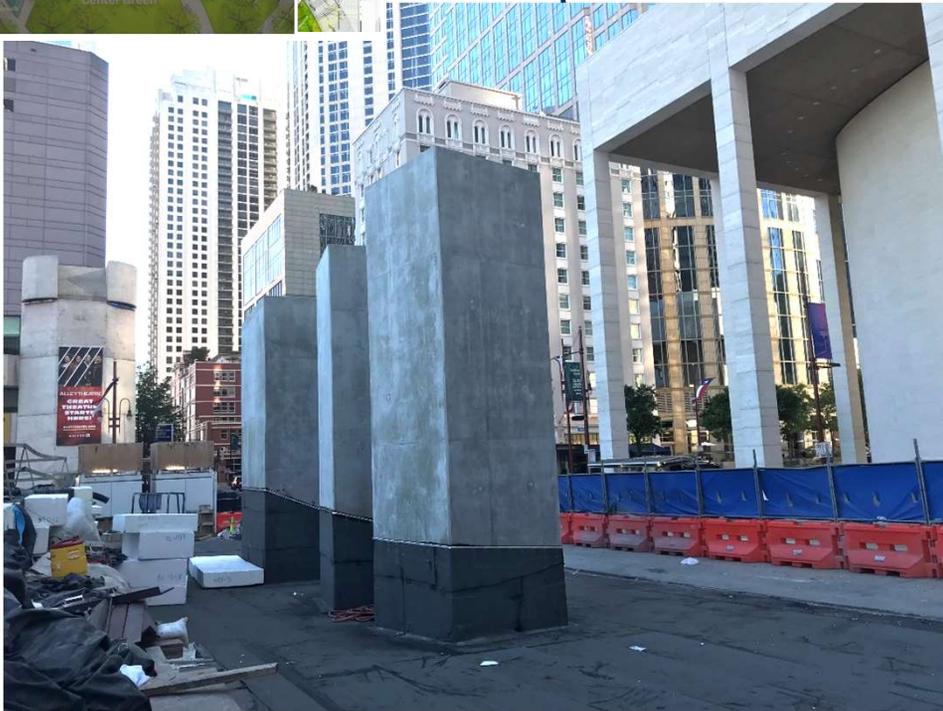
- B. Construction Update – Lynn Wyatt Square for the Performing Arts

**ROKSAN OKAN-VICK**  
*Urban Development Officer*

**HFC OPERATIONS COMMITTEE MEETING**  
February 14, 2023

**Houston**first

# CONSTRUCTION PROGRESS



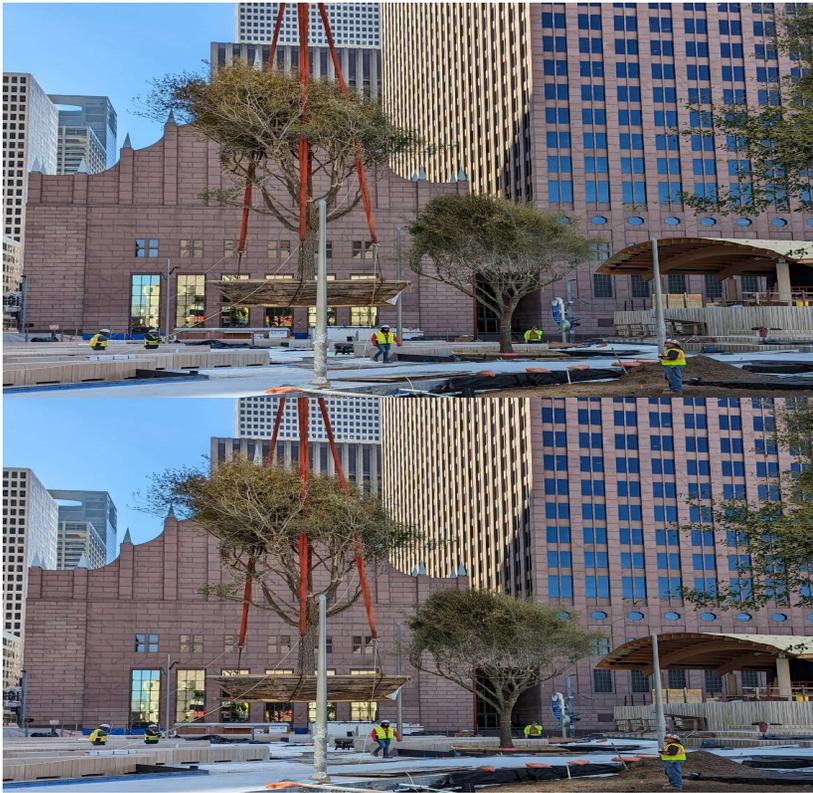
# CONSTRUCTION PROGRESS

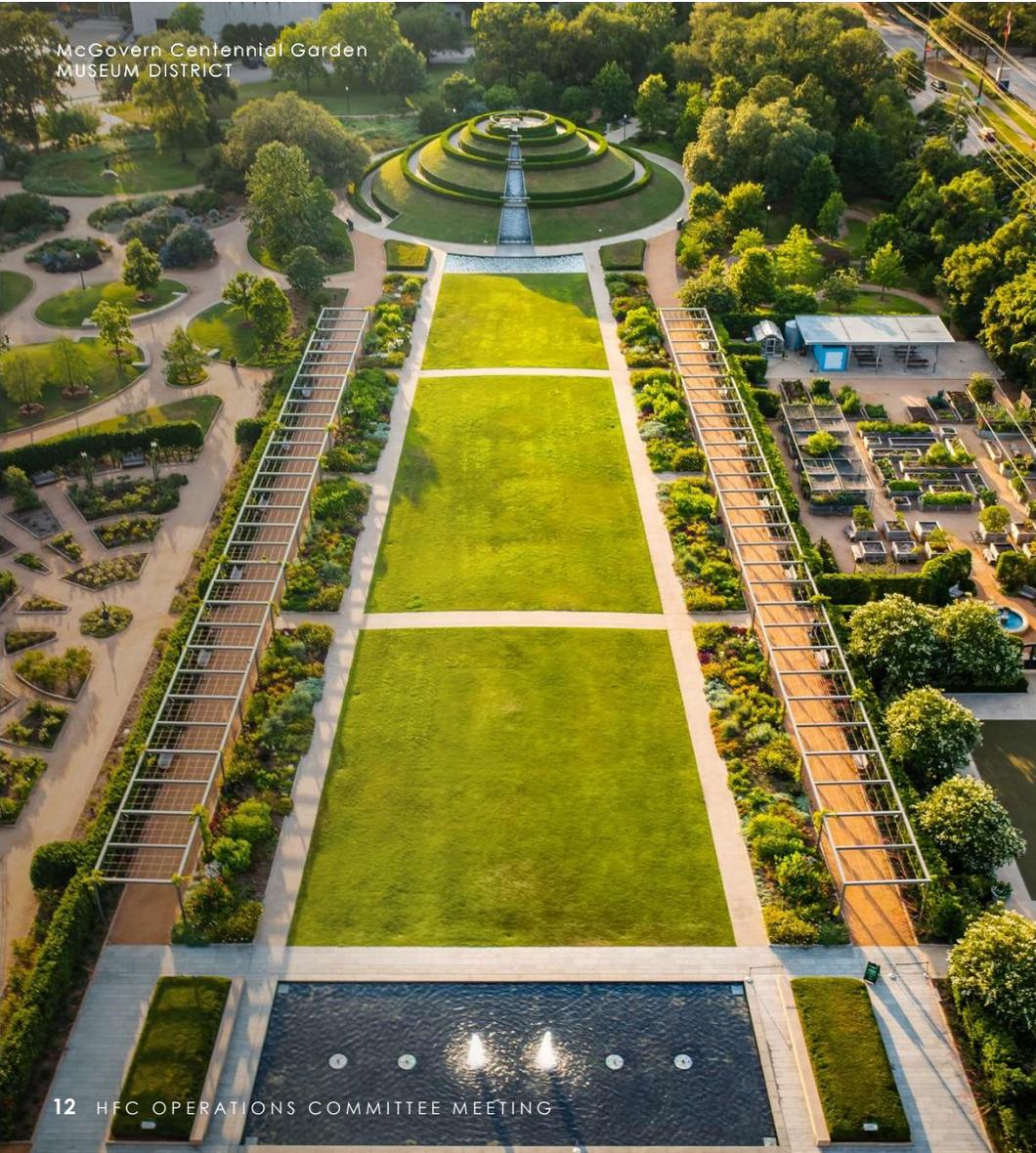


# CONSTRUCTION PROGRESS



# TRANSPLANTING TREES





McGovern Centennial Garden  
MUSEUM DISTRICT

12 HFC OPERATIONS COMMITTEE MEETING

# COMMITTEE UPDATE

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## C. Programming and Event Updates

**TODD HOLLOMAN**

*Vice President, Venues and Live Events*

**HFC OPERATIONS COMMITTEE MEETING**

February 14, 2023

**Houston**first

# FINAL FOUR 2023

## Final Four At-a-Glance

- **March 21-30:** Event move-in and signage installation
- **March 31 - April 3:** Men's Final Four Fan Fest® Presented by Capital One
- **April 3-4:** Event move-out



## 2023 National Association of Basketball Coaches Convention

- **March 30 – April 3:** Held concurrently to Final Four events
- **March 21-29:** Move-in
- **April 4:** Move-out



# FINAL FOUR 2023

## Final Four At-a-Glance

- **HFC Co-Chair Ancillary Events Committee**
- **Final Four 2023 Partners:**
  - Houston Police Department
  - Houston Fire Department
  - Office of Emergency Management
  - Houston Public Works
  - Administration & Regulatory Affairs
  - Parking Management
  - METRO
  - Discovery Green
  - Toyota Center
  - Minute Maid Park
- **Facilitation with Warner Bros Discovery on Campus Footprint and Layout**



# PROGRAMMING UPDATES

## Black History Month @ Avenida Houston

- **Saturdays** – February 11, 18 & 25, 2pm to 6 pm
- **Programming will feature** art, music, vendors and activities for the entire family that reflect and celebrate Houston's rich diversity.



# PROGRAMMING UPDATES

## NCAA Men's Final Four

- **Watch Parties at Avenida Houston**  
– First Four to Elite 8
- **Final Four Fan Fest at GRB** – Friday, Saturday, Sunday, Monday
- **March Madness Music Festival** at Discovery Green – Friday, Saturday, Sunday
- **Final Four 4-Miler** – Saturday at Hermann Square
- **Final Four Dribble** – Sunday at Hermann Square to GRB



\*Example of a typical watch party – March Madness Watch Party 2021

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