

AGENDA

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

September 14, 2022 – 1:00 P.M.

Partnership Tower, 701 Avenida de las Americas, Suite 200

Houston, Texas 77010

HOUSTON FIRST BOARD ROOM

COMMITTEE MEMBERS:

Desrye Morgan (Chair), Reginald Martin (Vice-Chair), Alex Brennan-Martin, Elizabeth Brock, Dean Gladden, 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

- I. **Call to Order**
- II. **Public Comments**
- III. **Minutes** – April 19, 2022, and June 21, 2022
- IV. **Presentations, Reports, and Updates**
 - A. Programming and Event Update
- V. **Executive Session:**

Executive (closed) session pursuant to Texas Government Code Section 551.071 for purposes of consultation with an attorney.

VI. Committee Business

- A. Consideration and possible recommendation of an increased funding limit for the Construction Services Agreement with Manhattan Construction Company for the redevelopment of Lynn Wyatt Square for the Performing Arts.
- B. Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

VII. Adjourn

III. Minutes – April 19, 2022

MINUTES

HOUSTON FIRST CORPORATION

**Operations Committee Meeting
April 19, 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 Tuesday, April 19, 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), Alex Brennan-Martin, Dean Gladden, Tom Segesta, Council Member Robert Gallegos.

1. The Committee Chair called the meeting to order at 3:01 p.m. and a quorum was established at 3:03 p.m.
2. **Public Comments.** None.
3. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the minutes of November 8, 2021, were approved as presented.
4. **Presentations, Reports, and Updates**

A. **Programming and Event Update**

Chief Operating Officer, Luther Villagomez, stated that March was a great month for venues. University of Houston (UH) March Madness Watch Parties helped activate the Avenida.

Vice President Venues and Live Events, Todd Holloman, provided a recap of past events, as well as ongoing and upcoming live events and programming. He thanked Christine West for the art installations on the first and second floors of the Partnership Tower. Past successful events on the Avenida included Black History @ Avenida Houston and UH March Madness. Ongoing and upcoming live events on the Avenida include a seven-part series Party on the Plaza on Fridays from 6 – 9 p.m., Asian American Pacific Islander (AAPI) Amplified on May 14th from 4 – 9 p.m., Juneteenth

on June 19th at 8 p.m. at Miller Outdoor Theatre (MOT), PRIDE, and Roseaux, from July through Labor Day.

Director of Retail Operations, Sydney Dao, presented AAPI Amplified – A Cultural Experience. The event will be an immersive experience that will include entertainment, and a stationary fashion exhibition with five countries represented including Vietnam, Japan, Korea, Laos, and Pakistan. There will also be a market and interactive art, as well as a craft section for children.

Mr. Holloman further informed the committee that there would be a 90-minute program for Juneteenth at Miller Outdoor Theater on June 19, 2022 at 8:00 p.m. featuring narration song, dance, and visuals on stage that will also extend out into the audience telling the story of the journey to freedom from the mid-1800's to today. President and CEO, Michael Heckman added that the planning for the 150-year anniversary celebration of Emancipation Park has begun as well.

Urban Development Officer, Roksan Okan-Vick, reported on the Montrose Light Bridges which consists of seven arches over six bridges: Montrose, Gaustark, Mandel, Dunlavy, Woodhead, and Hazard. The bridges were a partnership project between Texas Department of Transportation (TxDOT), Montrose Management District (MMD), and Houston Galveston Area Council (H-GAC) with a \$3.5 million budget. The lights were initially turned on just before Super Bowl LI in 2017. MMD was responsible for maintaining the bridges, but was dissolved in 2018, resulting in the City of Houston transferring the responsibility of the lighting system on the bridges to Houston First in early 2019. Shortly after taking over the responsibility, deterioration of the lighting system was noticed. It will cost approximately \$1.5 million to make the lights operable and \$90,000 a year to operate and maintain. Mr. Heckman emphasized that this project is not within the mission of HFC's but the increase costs will need to be considered when planning the budget.

5. Committee Business.

A. Consideration and possible endorsement of management's recommendation to repair and stabilize the mechanical sculpture entitled Wings Over Water.

Christine West reported that the Wings Over Water has not operated as intended due to different issues. The cost in repairs and maintenance from 2017 – 2021 has been \$81,262. A local hydraulics company recommended stabilizing the piece that is broken and that the cost for repairing and stabilizing the piece is \$76,152, which is included in the 2022 budget. Repairing the lights and fountain pumps/jets would cost approximately \$350,000, which is also included in the 2022 budget.

Following a motion duly seconded, the consideration and possible endorsement of management's recommendation to repair and stabilize the mechanical sculpture entitled Wings Over Water was approved unanimously.

B. Consideration and possible recommendation of a Window-Cleaning Services Agreement with Superior Building Services, Inc.

Purchasing Agent, Mitch Miszkowski, stated that an invitation to bid was submitted for qualified and experienced commercial window-cleaning contractors capable of providing timely and cost-effective services at HFC's facilities. The bid received by Superior Building Services, Inc. is management's recommendation. It was noted that Superior Building Services, Inc. is the incumbent company.

Following a motion duly seconded, the consideration and possible recommendation of a Window-Cleaning Services Agreement with Superior Building Services, Inc., was approved unanimously.

C. Consideration and possible recommendation of an Agreement between Houston First Corporation and Barbizon Light of the Rockies, Inc. for the Brown Theater Dimming Rack Replacement (Phase 2) Project at Wortham Theater Center

Mr. Miszkowski stated that an invitation to bid was submitted for qualified contractors for the second of three phases for the replacement of the Brown Theater Dimming Rack at Wortham Theater Center. He explained that the dimming systems were installed in 1986 and suitable replacement parts are no longer available. The bid received from Barbizon Light of the Rockies, Inc. is management's recommendation.

Following a motion duly seconded, the consideration and possible recommendation of an agreement between Houston First Corporation and Barbizon Light of the Rockies, Inc. for the Brown Theater Dimming Rack Replacement (Phase 2) Project at Wortham Theater Center was approved unanimously.

6. Adjournment. The meeting was adjourned at 4:03 p.m.

III. Minutes – June 21, 2022

MINUTES

HOUSTON FIRST CORPORATION

**Operations Committee Meeting
June 21, 2022, 2022 – 1:00 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 Tuesday, June 21, 2022, commencing at 1:00 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), Dean Gladden, Steven Mitzner, and Tom Segesta.

1. The Committee Chair called the meeting to order at 1:05 p.m. and a quorum was NOT established.
2. **Public Comments.** None.
3. **Review and approval of minutes from prior meeting.** The minutes were not presented due to a lack of a Committee quorum.
4. **Presentations, Reports, and Updates**
 - A. **Programming and Event Update**

Luther Villagomez, Chief Operating Officer, announced that the George R. Brown Convention Center (GRB) achieved Leadership in Energy and Environmental Design (LEED) Gold Certification and is one of only two Texas convention centers to hold this certification. Mr. Villagomez added that the certification is good for three years and this was a significant achievement for a 35-year-old facility that was not built to conform to LEED standards.

John Gonzalez, Senior Vice President and General Manager of Convention and Cultural Services, noted there had been 76 events in the GRB to date in 2022 with attendance in the second quarter at 383,636 and total year-to-date attendance at 556,470.

Todd Holloman, Vice President of Venues and Live Events, presented a programming recap which included a seven-part concert series of Party on the Plaza, the Asian

American and Pacific Islanders (AAPI) Amplified event on the Plaza at Avenida Houston, and Juneteenth at Miller Outdoor Theatre which was presented by Wells Fargo in partnership with Mayor Sylvester Turner, Houston First, and KTSU 90.9 FM. Mr. Holloman informed the Committee that all events were well-attended.

Mr. Holloman identified upcoming programming which will include PRIDE on display from June 24 through June 26, Roseaux on display from July 1 through September 5, and Party on the Plaza in celebration of National Hispanic Heritage Month.

Mr. Gonzalez stated that the Theater District was very busy as well with the Opera Ball, Society for Performing Arts Gala, and the Houston Sports Awards in the second quarter. Mr. Gonzalez also mentioned the long list of upcoming events at the GRB, from Comicpalooza in July to the Texas Contemporary Art Fair in September.

Mr. Gonzalez updated the Committee on the Wings over Water repair timeline and stated the final walkthrough and handover of the static structure is expected to occur on July 25th.

5. Committee Business.

- A. Consideration and possible recommendation of a job order with ERC Environmental & Construction Services, Inc. for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center.

Mr. Gonzalez informed the Committee that this work was originally scheduled for 2019, but due to COVID, was postponed. Demolition of the existing structure and build back with an airwall would allow several different and unique ways of transitioning this space. By removing the bleachers that have been in place for 27 years, and building a partition wall, this space will be an ideal location to host conventions requiring 220,000 square feet of space. This project was budgeted at \$2.9 million and it is expected to not exceed \$2.1 million.

Mitch Miskowski, Purchasing Agent, described the procurement process and informed the Committee that management recommends approving a job order for ERC Environmental & Construction Services, Inc., a City of Houston Asian-owned Small Business Enterprise firm, at a cost of \$1,303,318. Mr. Miskowski added that this will be a two-part project with part two being discussed in the next item.

❖ *No vote was taken due to a lack of a Committee quorum.*

- B. Consideration and possible recommendation of an amendment to the George R. Brown Convention Center Airwall Replacement Agreement between Houston First Corporation and Rob Pelletier Construction, Inc. to furnish and install an airwall in Exhibit Hall A3/B3.

Mr. Gonzalez identified this item as part two of the project. Rob Pelletier Construction, Inc. was contracted in 2016 to maintain and repair the GRB airwalls.

Mr. Miskowski stated that Pelletier is an exclusive local distributor of airwalls and is a Women Business Enterprise and Historically Underutilized Business certified company. Mr. Miskowski informed the Committee that management is recommending amending the existing contract with Pelletier for one additional airwall to be installed in Exhibit Hall A3/B3 at a cost of \$728,388.

❖ *No vote was taken due to a lack of a Committee quorum.*

C. Consideration and possible recommendation of an Agreement between Houston First Corporation and Superior Building Services, Inc. for the George R. Brown Convention Center Wash and Seal Project.

Mr. Gonzalez explained that this maintenance project to wash and seal the exterior of the GRB involves washing by hand and cannot be performed with a power washer. The work will be completed around scheduled events. Mr. Gonzalez mentioned it had been about six and a half years since the GRB was last washed.

Mr. Miskowski described the procurement process and informed the Committee that management recommends approval of an agreement between Houston First Corporation and Superior Building Services, Inc. for the George R. Brown Convention Center Wash and Seal Project at a cost of \$110,000.

❖ *No vote was taken due to a lack of a Committee quorum.*

D. Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

Michael Heckman, President and CEO, stated that the inability to achieve a quorum at this meeting is an example of the difficulties in sometimes getting quorums at committee meetings. Therefore, management is recommending that the Committee adjust the required number to satisfy a quorum from a simple majority to three members. This recommendation is an effort to be respectful of each Committee Member's time.

❖ *No vote was taken due to a lack of a Committee quorum.*

6. Adjournment The meeting adjourned at 1:42 p.m.

V. (A) Consideration and possible approval of an increased funding limit for the Construction Services Agreement with Manhattan Construction Company for the redevelopment of Lynn Wyatt Square for the Performing Arts.

Consideration and possible approval of an increased funding limit for the Construction Services Agreement with Manhattan Construction Company for the redevelopment of Lynn Wyatt Square for the Performing Arts.

DESCRIPTION: On November 20, 2020, Houston First Corporation (“HFC”) issued a Request for Competitive Sealed Proposals, pursuant to Chapter 2269.11 *et seq.* of the Texas Government Code, for a Construction Services Agreement for the Lynn Wyatt Square Project (“RFP”). Manhattan Construction Company was selected and contracted to perform the construction services. Construction work includes the demolition of existing structures, as well as the construction of new facilities located on top of an existing underground parking structure and additional work detailed in the Construction Documents for the project. Construction began in Summer 2021 and will be final in December 2022.

On February 25, 2021, the Board approved a Construction Services Agreement with Manhattan and an owner’s contingency for such contract and other construction-related goods and services in the not-to-exceed amount of \$22 million. Those funds were available with the DRA commitment, the privately raised funds and the \$5 million committed in HFC’s budget. Approximately seven months after its inception, the project has encountered numerous challenges including unforeseen site conditions, owner changes and errors and omissions uncovered in contract documents which have caused cost increases due to resulting delays, and significantly increased material costs. Several change orders have been issued to cover those costs bringing the overall cost of the work close to the not-to-exceed the ceiling of \$22 million. In order to address anticipated additional change orders before the work is finalized, management is requesting the Board approve an increase in the not-to-exceed limit from \$22 million to \$23.5 million dollars – an amount that remains within the privately and publicly raised/committed funds.

RESOLVED, that the Board of Directors of Houston First Corporation approves the following additional resolution with respect to the Construction Services Agreement:

RESOLVED, that the Board of Directors of Houston First Corporation hereby approves an increase in the not-to-exceed funding limit from \$22 million to \$23.5 million dollars for the Construction Services Agreement between Houston First Corporation and Manhattan Construction Company.

V. (B) Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

DESCRIPTION:

The present Operations Committee Charter requires a simple majority of the Committee members to comprise a quorum. Due to the difficulty of achieving a quorum on a regular basis, HFC management requests that the Committee move from a simple majority to a quorum of three members. This change will facilitate Committee meetings and the passage of important business items.

RESOLVED, that the Operations Committee hereby approves the adjustment to the requirement for a quorum from a simple majority of the total Committee membership to three members.



HOUSTON FIRST CORPORATION OPERATIONS COMMITTEE MEETING

James Turrell's "Twilight Epiphany" Skyspace
RICE UNIVERSITY

HFC BOARD ROOM
Partnership Tower
September 14, 2022
1:00 p.m.



PUBLIC COMMENTS

Anyone who wishes to address the Committee during the Public Comment session may do so by signing up on the Public Comment sign-in sheet at the front of the room.

HFC OPERATIONS COMMITTEE MEETING

September 14, 2022



MINUTES

April 19, 2022 & June 21, 2022

HFC OPERATIONS COMMITTEE MEETING

September 14, 2022



COMMITTEE UPDATE

A. Programming and Event Update

HFC OPERATIONS COMMITTEE MEETING

September 14, 2022

GRB 2022 YTD TOTAL EVENTS & ATTENDANCE

- Events to Date: **100**
- Attendance in Q3 (JUL – SEP): **237,279**
- YTD Total Attendance: **1,150,108**



Comicpalooza

Photo courtesy Comicpalooza Instagram



NHF Bleeding Disorders Conference

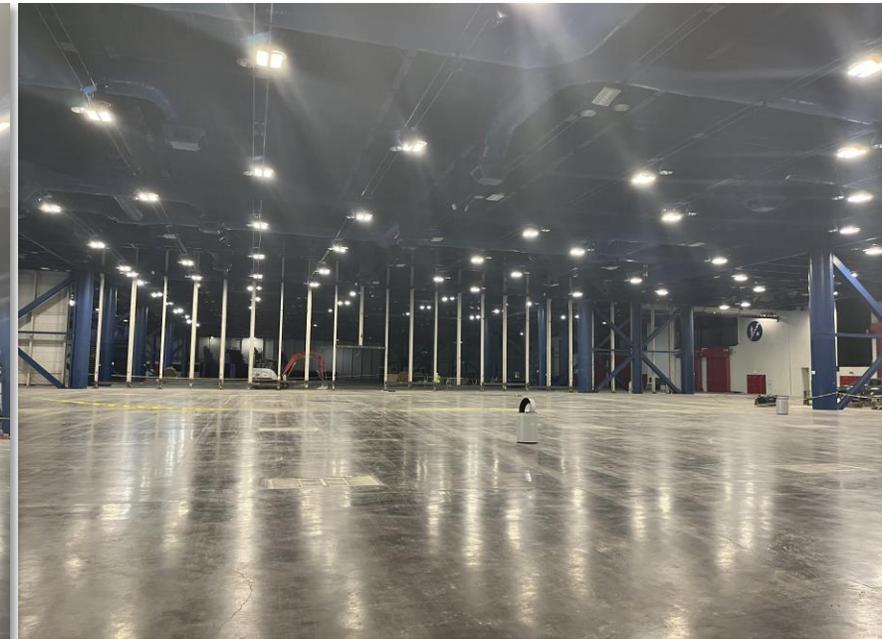
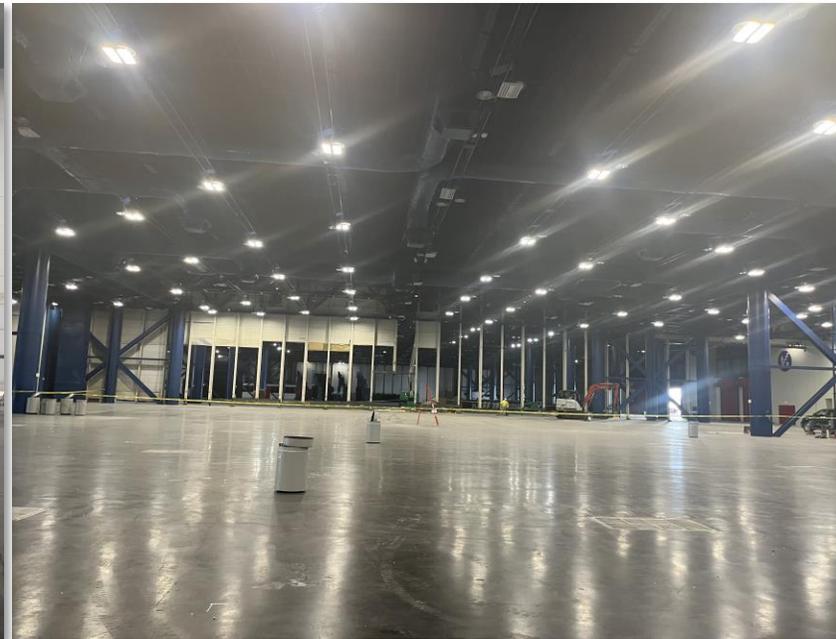
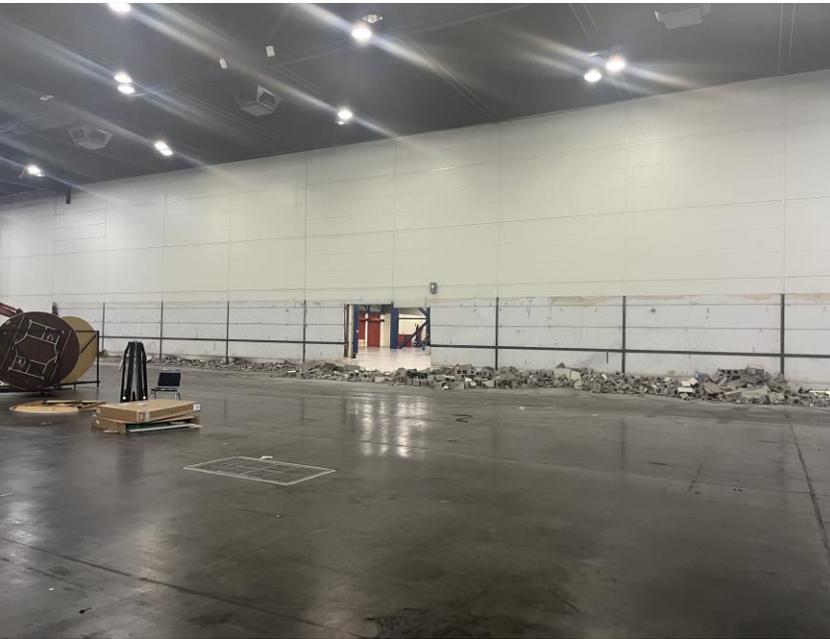
Photo courtesy NHF YouTube



Anime Matsuri

Photo courtesy Anime Matsuri Instagram

HALLS A3/B3 WALL PROGRESS



Expected completion in **January 2023**

GRB UPCOMING EVENTS

- Turbomachinery and Pump Symposium **SEPT 12 – 15**
- NACAC Annual Meeting **SEPT 22 – 25**
- Breakbulk Americas 2022 **SEPT 27 – 29**
- Society of Petroleum Engineers ATCE 2022 **OCT 3 – 5**
- ADA's SmileCon 2022 **OCT 13 – 16**
- SWE 2022 Annual Conference **OCT 20 – 22**
- 2022 International Quilts Market & Festival **OCT 28 – NOV 6**
- NCA Houston Classic **NOV 19 – 20**
- 63rd Annual AutoRama **NOV 24 – 27**
- John Deere 2022 Expo **DEC 11 – 16**
- Encore Championships **DEC 16 – 18**



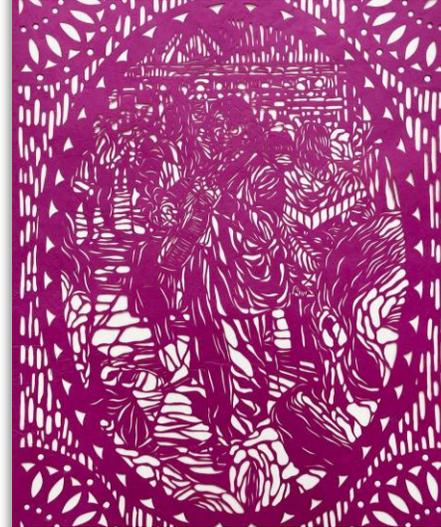
HFC PROGRAMMING

Programming Recap

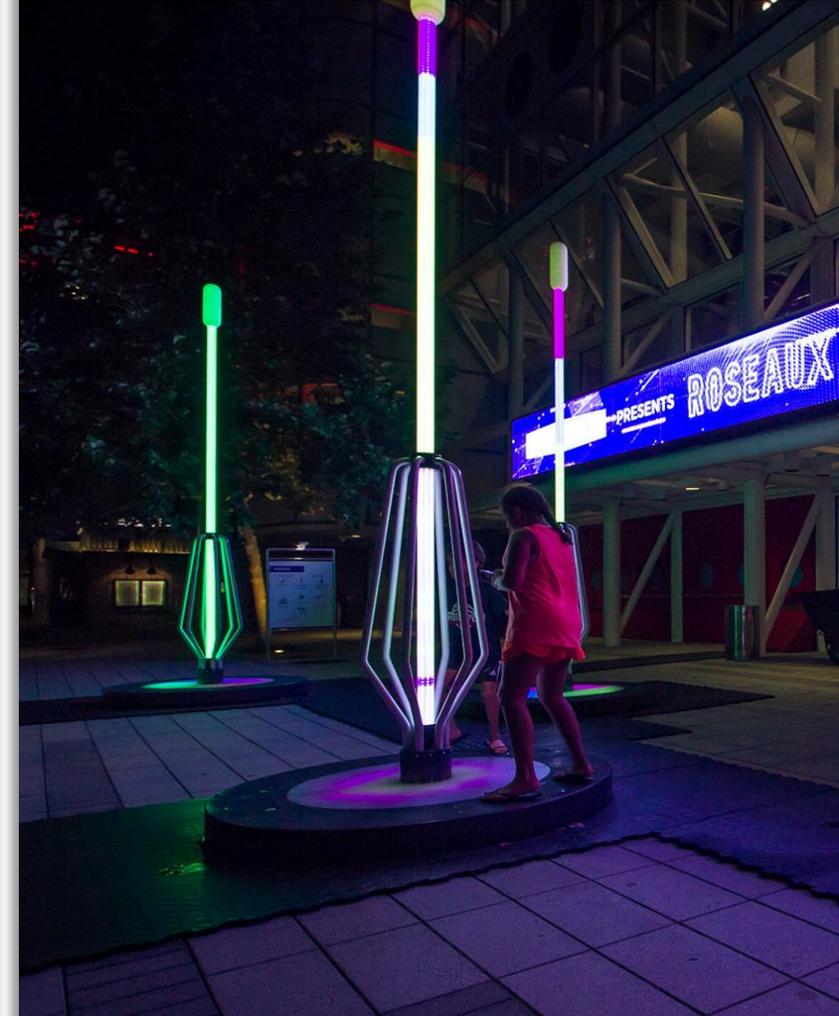
- LCMS Youth Gathering
- Comicpalooza
- Anime Matsuri
- Roseaux
- Blues and More

Programming Ongoing & Upcoming

- *Recuerdos de Juventud*
- Party on the Plaza in celebration of National Hispanic Heritage Month
- SmileCon
- Scream on the Green
- Día de los Muertos
- Frostival
- City Lights



Hispanic Heritage Month
Artwork by Guadalupe Hernandez



Roseaux at the GRB
Photo courtesy of Marco from Houston

LYNN WYATT SQUARE PROGRAMMING

Target of programming LWS 230 days of the year

Programming to include:

- Performances from local and national performers
- Community events
- Concert series
- Cultural and Heritage Day celebrations
- Programming in conjunction with local arts groups



LYNN | WYATT
SQUARE FOR THE
PERFORMING ARTS

HISPANIC HERITAGE MONTH CELEBRATION

- Houston First Celebrates Hispanic Heritage Month with a special *Party on the Plaza* on Saturday, September 17 from 6 pm to 9 pm on Avenida Plaza



NEWLY BOOKED EVENTS AT THE THEATERS

Q3

- War on the Catwalk Tour 2022 8/5
- Mariachi Festival 8/6
- Viva Mexico 8/20-21
- Davenport/Sullivan Wedding 8/27
- Black Lights Shining in the Darkness 9/3

Q4

- Ye Jo Desh Hai Mara- Story of a Nation 10/2
- Viva Latin America 10/16
- Volver by Tango Lovers 10/27
- The Jazz at Lincoln Center Orchestra with Wynton Marsalis 11/3
- Marc Maron 11/5
- YES Prep's Leading Houston Forward Celebration Luncheon 11/7
- Inner City Nutcracker 11/9
- Gospel Experience III 11/20
- HMSA Classical 25K 11/20
- Latin Christmas 12/8



Black Lights Shining
in the Darkness



City Ballet of Houston



Marc Maron



EXECUTIVE SESSION

Executive (closed) session pursuant to Texas Government Code Section 551.071 for purposes of consultation with an attorney.

HFC OPERATIONS COMMITTEE MEETING

September 14, 2022



COMMITTEE BUSINESS

- A. Consideration and possible recommendation of an increased funding limit for the Construction Services Agreement with Manhattan Construction Company for the redevelopment of Lynn Wyatt Square for the Performing Arts.

HFC OPERATIONS COMMITTEE MEETING

September 14, 2022

COMMITTEE BUSINESS

- B. Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

HFC OPERATIONS COMMITTEE MEETING

September 14, 2022

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