

MINUTES

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

April 18, 2023 – 2:00 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 18, 2023, commencing at 2:00 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: Reginald Martin (Vice-Chair), Alex Brennan-Martin, Steven Mitzner, and Tom Segesta.

- I. **Call to Order.** The Vice-Chair called the meeting to order at 2:06 p.m., and a quorum was established.
- II. **Public Comments.** None
- III. **Review and approval of minutes from prior meeting.** Following a duly seconded motion, the April 6th, 2023, minutes were approved as presented.
- IV. **Presentations, Reports, and Updates.**
 - A. **Final Four Recap**

Michael Heckman, President and CEO, stated that the flawless execution of Houston First Corporation (“HFC”) events sometimes overshadows the extensive preparation HFC takes in its event planning. Therefore, Mr. Heckman voiced his appreciation for HFC’s team’s perpetual drive to organize and execute successful events.

John Gonzalez, Senior Vice President and General Manager, summarized the NCAA Men's Final Four outcomes. Mr. Gonzalez indicated that Fan Fest attendance increased by 12% compared to 2016. He also explained that zero safety incidents occurred on campus during the Fan Fest and concert series events. He added that no incidents occurred on indefinitely closed streets, a change from 2016. Similarly, Mr. Gonzalez highlighted that HFC's command center, located in the George R. Brown Convention Center ("GRB"), surveilled the facility and the surrounding area. According to Mr. Gonzalez, restaurants did very well during the event, as did HFC catering.

Todd Holloman, Vice President of Venues and Live Events, said that over three-hundred national media outlets were registered at the media event held at The Post. He boasted that the event was a grand success and effectively showcased Houston. Mr. Holloman highlighted the event's impressive feat of moving pedestrians and vehicles without public safety or mobility issues, especially considering the Final Four events occurred alongside Houston Rockets games and during the Houston Astros home opening series. He revealed that the Final Four ancillary events hosted fans from all fifty states and sixteen countries. He also provided that the Fan Fest had 61,155 visitors, the Music Festival had 43,113 visitors, and Dribble had 3,700 visitors.

B. Upcoming Programming and Event Updates

Mr. Holloman transitioned into discussing upcoming events. He stated that the Party on the Plaza concert series would run from April 14th, 2023, to May 19th, 2023, from 7:00 p.m. to 9:30 p.m. on the Plaza at Avenida Houston. Similarly, he explained that the Asian American and Pacific Islander Amplified event would occur on May 6th, 13th, and 20th of 2023, from 7:00 p.m. to 9:30 p.m. on the Plaza at Avenida Houston.

Mr. Holloman reported that the Juneteenth celebration would build upon 2022's event with a two-night musical journey at Miller Outdoor Theatre from June 16th through June 17th of 2023, at 8:15 p.m. Moreover, he added that entertainment, market, and music events would occur on Avenida Houston and Discovery Green on June 18th, 2023, from 2:00 p.m. – 9:00 p.m.

Mr. Holloman concluded his report by highlighting that June would include the PRIDE Celebration from June 23rd through June 25th of 2023 on Plaza and Wharf at Avenida Houston with a 24-hour interactive art installation. He added that the Blues and More event would occur at the Brown throughout the Spring and Summer of 2023.

V. Committee Business.

- A. Consideration and possible recommendation of an agreement with South Texas Boiler Industries, LLC for the replacement of the boilers at Jones Hall for the Performing Arts.

Mr. Gonzalez stated that this item was an approved capital project that HFC calculated into its 2023 budget concerning the replacement of Jones Hall's original two boilers, which had exceeded their lifespan. He added that HFC must promptly order the boilers due to extended acquisition times and schedule the work during the summer of 2023 when the facility would be inactive. He added that HFC management sought approval to utilize South Texas Boiler Industries, LLC ("South Texas") for the installation and explained HFC contracted South Texas through the BuyBoard Purchasing Cooperative ("BuyBoard"), a Local Government Purchasing Cooperative. Moreover, Mr. Gonzalez also highlighted that South Texas was a certified Historically Underutilized Business and a Women-Owned Minority-Owned Business Enterprise. He added that the work would not exceed \$650,000 with a 15% contingency.

Reggie Martin, Committee Vice Chair, asked for clarification on the differences between the BuyBoard contracting process and a traditional bid process. Lisa Hargrove, General Counsel, explained that HFC selected BuyBoard due to time constraints and clarified that cooperative contracting was a legally permissible mechanism for Texas governmental entities to procure goods and supplies. Mr. Gonzalez added that HFC applied comparative pricing during its budgeting process during October or November of 2022 and noted that South Texas previously replaced the boilers at the GRB and was well-known as a reputable company.

Following a duly seconded motion, an agreement with South Texas Boiler Industries, LLC for the replacement of the boilers at Jones Hall for the Performing Arts passed unanimously.

B. Consideration and possible recommendation of a Service Work Order with Cotton Commercial USA, Inc. for a roofing overlay project, inclusive of work on existing service and smoke hatches as well as smoke vents, at Jones Hall for the Performing Arts.

Mr. Gonzalez reported that this item was for replacing Jones Hall's roof overlay. He stated that HFC has a master services agreement with Cotton Commercial USA, Inc. ("Cotton") and that HFC contacted Chamberlain, JR Jones, and two other companies to solicit proposals. Mr. Gonzalez added that Cotton's proposal was the lowest pricing for the replacement, with a diversity participation goal of 30%. According to Mr. Gonzalez, Cotton would also do other required roof renovations. He explained that Cotton would replace six smoke vents as required by the City of Houston, totaling \$120,000 and that Cotton would replace the roof hatch costing \$70,000. He then provided a cost analysis, including a material cost of \$474,000, a labor cost of \$426,000, and a crane usage cost of \$ 64,000. Mr. Gonzalez then estimated that the total cost would be below the project's estimated budget of \$1.6 million. He then noted that he believed the project would require between two to three weeks of work, which would occur in July 2023. He then indicated that HFC's management recommended using Cotton for this project through its master services agreement.

Alex Brennan-Martin, Committee Member, suggested explaining the different procurement options during the Board Meeting when Board Members discussed this item. Mr. Heckman responded that HFC would provide a list of options pulled from the procurement manual and provide it to this Committee as a refresher. He added that this capital project was identified in the Corporation's budget and approved.

Following a duly seconded motion, a Service Work Order with Cotton Commercial USA, Inc. for a roofing overlay project, inclusive of work on existing service and smoke hatches as well as smoke vents, at Jones Hall for the Performing Arts passed unanimously.

Luther Villagomez, Chief Operating Officer, provided an update on Lynn Wyatt Square. He described that four critical improvements were delayed, including installing glass around the restaurant, adding the restaurant's roof, developing the fountain adjacent to the restaurant, and correcting property grading concerns. He indicated that he, Chairman David Minberg, Mr. Heckman, and representatives from Manhattan did a walkthrough of the property on April 17th, 2023. Mr. Villagomez then illuminated that he believed the project would be completed on August 21st, 2023.

VI. **Adjourn.** The meeting adjourned at 2:53 p.m.