

MINUTES

HOUSTON FIRST CORPORATION

Theater and Convention District Operations Committee

March 14, 2018

The Theater and Convention District Operations Committee of Houston First Corporation (the "Corporation"), a Texas non-profit 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 the Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Wednesday, March 14, 2018, commencing at 4:30 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 members participated in the meeting: Desrye Morgan, Dean Gladden, Elizabeth Brock, Tony Keane, Paul Puente, Council Member David Robinson and Jay Tatum.

Chairperson Morgan called the meeting to order at approximately 4:30 P.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** After a motion duly seconded, the minutes from the December 11, 2017 meeting and the Joint Committee meeting of the Governance, Audit & Finance and the Theater and Convention District Operations Committees on February 15, 2018.
3. **Presentations**
 - A. **Flood Recovery Status.** Jim Brownrigg with Turner Construction attended the meeting to provide an update on flood recovery. He stated that progress is continuing and projected dates are on track for the main floor of Wortham (to accommodate performances) and various levels of the garage. Further discussion was held regarding mitigation efforts and the possible modification of anticipated flood levels to 500-year floodplain levels plus two feet, which would result in a 44.5' level for future mitigation. He stated that additional research is underway regarding the significant cost implications and/or possible structure modifications that would result if that level was considered for mitigation purposes. Mr. Brownrigg committed to complete transparency with the Board and stated that Turner would be coming back to the Committee and Board to request additional funds for construction in the future.

- B. Bud's BBQ – Theldon Branch addressed the Board regarding a possible renegotiation of his lease with Houston First to provide relief on lease costs. Mr. Branch mentioned the lack of business (which he stated was below projected numbers) and lack of business interruption insurance as a result of Hurricane Harvey as potential contributors to his current situation. Following discussion on this item, Houston First staff committed to work with Mr. Branch in an attempt to arrive at a workable solution for both parties. Staff would provide an update at the next Committee meeting. In addition, Chairperson Morgan requested that Mr. Branch provide data on sales at Bud's over the past year compared with projected sales numbers.
- C. Jones Plaza Redesign – Roksan Okan-Vick provided a presentation on the selection process of Rios Clementi Hale Studios to provide architectural services related to the redevelopment of Jones Plaza. She stated that a Jones Plaza Master Plan was completed in 2015 for the purpose of increasing the vibrancy of Jones Plaza. Further, she indicated that the Corporation wants to be solid in its vision that Jones Plaza will be visually and physically accessible; welcoming and comfortable; programmable; usable both day and night; and, a space that reflects a performing and visual arts character. Desired physical features would include green space, a water element, dining, art, lighting and easy access in the vicinity. Ms. Okan-Vick provided the conceptual design proposals submitted by the five short-listed firms. Immediately following the presentation and discussion, the Committee moved to Committee Business to consider and recommend the Jones Plaza item.

4. Committee Business.

- A. Item V.A. Consideration and possible recommendation of a Design Services Agreement with Rios Clementi Hale Studios for architectural services relating to Jones Plaza. Prior to consideration of this item, Ms. Okan-Vick provided information related to the consultant selection, including goals and objectives; solicitation advertising; selection process; selection criteria; selection committee members; responses received; and, selection committee recommendation. Further, she provided the diversity breakdown of the consultant team; scope, schedule and fee; and, winning points. The Committee discussed possible funding opportunities. Chairperson Morgan stated the importance of considering programming as a component of the redesign. Following a motion and a second, the Committee voted to recommend this item to the Houston First Corporation Board of Directors for review and possible approval.

The Committee took Item V.D. out of order.

- B. Item V.D. Consideration and possible recommendation of a Second Amendment to Lease with Deli Houston GRB, LLC. – Luther Villagomez expressed staff support of the amendment to defer certain lease payments and stated that McAllister's new General Manager is committed to improving operations. Following discussion on this item, a motion was made and duly seconded to recommend this item to the Houston First Corporation Board of Directors for review and possible approval.

- C. Item V.B. Consideration and possible recommendation of an amendment to the Event Cleaning and Janitorial Services Agreement with Midwest Maintenance Company, Inc. – Robert Jackson provided information related to this item, stating that improvements in paid time off (PTO) and health care benefits had been provided. Further, he stated that the proposal provides for a gradual increase in the hourly wage rates paid to janitorial staff up to \$12.00 per hour for the lowest paid employees over a four-year period. The Committee discussed having an overall corporate policy to raise minimum wages. Following discussion on this item, a motion was made and duly seconded to recommend this item to the Houston First Corporation Board of Directors for review and possible approval.
- D. Item V.C. Consideration and possible recommendation of a Contract Parking License Agreement between Houston First Corporation and Shell Oil Company. Sheila Turkiewicz explained that this agreement provides Shell Oil Company the use of 750 parking spaces, including 30 reserved parking spaces, in three interconnected underground parking facilities (known as the Theater District Parking Garage) managed by Houston First Corporation. This amendment also provides that Houston First is entitled to a one-time parking fee increase. Following discussion on this item, a motion was made and duly seconded to recommend this item to the Houston First Corporation Board of Directors for review and possible approval.

5. Updates.

- A. COO Report – Convention Center – As the meeting had run long, Luther Villagomez committed to send his report to the Committee following the meeting.
- B. COO Report – Theater District – Sheila Turkiewicz advised the Committee that in December the Houston First Board of Directors approved termination of the Earnest Money Agreement with Buffalo Bayou Partnership and to enter into a Promissory Note. This transaction should be finalized by the end of May 2018.
- C. Houston Museum of African American Culture – This item was not addressed and would be included on the next Theater and Convention District Operations Committee meeting.

6. Announcements.

- A. Ms. Turkiewicz announced that Miller Outdoor Theatre's 95th season opens on Friday, March 16, 2018.

After a motion duly seconded, the meeting adjourned at approximately 6:27 P.M.