

HOUSTON FIRST CORPORATION

MINUTES OF THE THEATER AND CONVENTION DISTRICT OPERATIONS COMMITTEE

OCTOBER 6, 2016 – 2:00 P.M.

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 George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Harris County, Texas 77002, on Thursday, October 6, 2016, 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 members participated in the meeting: Desrye Morgan, Dean Gladden, Harry Greenblatt, Dawn Ullrich and Gerald Womack. Tony Keane was absent.

Chairperson Morgan called the meeting to order at approximately 2:03 P.M. and a quorum was established.

1. **Public Comments.** None
2. **Approval of Minutes.** After a motion duly seconded, the minutes from the May 9, 2016 Theater and Convention District Operations Committee meeting were approved.
3. **Presentations.**
 - A. Rob Jackson advised the Committee that Houston First was in the process of preparing a new solicitation for janitorial services. He then introduced Jamie Gutierrez from Midwest Maintenance, the prime janitorial contractor.
 - B. Jamie Gutierrez and representatives from Midwest Maintenance provided information about the company including history and experience, objectives of Midwest Maintenance benefit programs, and categories of employee benefits.
 - C. Sahira Abdool of HS Direct, a subcontractor for Midwest, also addressed the Committee regarding employee surveys they had initiated in the previous sixty days to gauge responses to HS Direct employee's needs for benefits, including medical, dental, accident and life and the related costs associated with those coverages.
4. **Committee Business.**
 - A. **Consideration and recommendation of the Convention Facilities & Services 2017 Business Plan and Budget.** Committee members were provided with a copy of the Convention Facilities & Services 2017 Business Plan and Budget in ample time to read through it prior to the meeting. Luther Villagomez provided updates on some of the major initiatives included in his business plan including continuity of GRB marshalling and dock operations in light of the 2020 I-69 freeway project; new security measures

and guidelines for the GRB; GRB public space branding; Partnership Tower energy efficiency; and, updates to the 2025 GRB master plan. Following his presentation, Brenda Bazan provided detail on the proposed 2017 budget, which included explanations of certain variances between 2016 and 2017 projected revenues and expenses. Mr. Villagomez followed with explanations on the capital spending projects. Following a thorough discussion on this item, a motion was made and duly seconded to recommend the Convention Facilities and Services 2017 Budget and Business Plan as presented.

- B. **Consideration and recommendation of the Cultural Facilities and Services 2017 Business Plan and Budget.** Committee members were provided with a copy of the Cultural Facilities & Services Business Plan and Budget in ample time to read through it prior to the meeting. Therefore, Mario Ariza provided highlights related to his business plan including the launch of Sunset Coffee Building; implementation of the Miller Outdoor Theatre master plan; increased level of customer experience for clients of Wortham Theater Center; maximization of revenue generated through the Houston First Ticketing Services; and, a plan to market the vacated spaces in the Theater District Parking Garage. Brenda Bazan provided details and explanations of variances between 2016 and 2017 revenues and expenses. Mr. Ariza followed with an overview of the capital spending projects. Following a thorough discussion on this item, a motion was made and duly seconded to recommend the Cultural Facilities and Services 2017 Business Plan and Budget.

5. **Updates.**

- A. Luther Villagomez briefed the Committee on the status of the construction in and around the Convention District, including the fountain, retail on the north endcap, Partnership Tower, and the construction schedule.

6. **Announcements.**

- A. Dawn Ullrich provided an update on upcoming meetings and events.

After a motion duly seconded, the meeting adjourned at approximately 3:47 P.M.

/s/_____

Pamela Walko, Secretary