

HOUSTON FIRST CORPORATION

MINUTES OF THE THEATER AND CONVENTION DISTRICT OPERATIONS COMMITTEE

MAY 16, 2017

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 Tuesday, May 16, 2017, 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 2:02 P.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** After a motion duly seconded, the minutes from the January 18, 2017 Theater and Convention District Operations Committee meeting were approved as presented.
3. **Presentations.**
 - A. **CIP Planning Process.** Houston First's Chief Development Officer, Peter McStravick, introduced Susan Tucker, Director of Strategic Planning, and announced that Ms. Tucker was leading a review of Houston First's Capital Improvement Plan (CIP) process. A draft CIP policy was provided to the Committee. Ms. Tucker indicated that the goal of this exercise is to build on the current CIP Program; specifically to develop a documented process that provides for analysis, assessment and approval of capital projects in a consistent and systematic way. Further, this policy will set the foundation and guidelines on a corporate-wide basis, define various roles and responsibilities and design a process to capture all needs and opportunities. Capital projects will be continually evaluated throughout the year.
 - B. **Jones Plaza Vision Update.** Roksan Okan-Vick, SVP Regional Product Development, presented the study to re-imagine the vision for Jones Plaza, which has been in progress for approximately 8-9 months. The presentation, which provided background, timeline, Master Plan summary recommendations for public plazas/parks, additional site analysis, methodology, findings and overall recommendations, was finalized in March 2017. The next steps will be to review the findings with stakeholders and HFC Board, finalize the report by May 26, 2017, form a working group to guide the next phases, and determine a design approach and issue an RFQ.

4. Committee Business

- A. Consideration of and possible recommendation of an Agreement for Event Cleaning and Janitorial Services. Rob Jackson, SVP Public Policy, provided background information regarding the “best value” contract that was issued for janitorial services 2.5 years ago. It is the goal of Houston First to hire a qualified and experienced contractor to provide all supervision and labor necessary for event set up and janitorial services at HFC facilities, maintaining them in first class condition. Mr. Jackson walked the Committee through the specifics of the Invitation to Bid, which included advertising, HFC Opportunity Day, the bid process, selection committee, respondents, selection criteria, scoring and recommendation. Gerald Womack noted that he felt that the process should have included a procurement representative. In addition, he stated that he would prefer individual scorecards versus the group scoring method. Frank Wilson responded with the benefits of the group scoring method. Mr. Womack also requested the breakdown of the 33% diversity participation. Following thorough discussion on this item, a motion was made and duly seconded to recommend Midwest Maintenance to the HFC Board of Directors for review and possible approval. Gerald Womack opposed the recommendation.

- B. Consideration of and possible approval of an increase in event parking rates at the Theater District Garage. Sheila Turkiewicz, Director of Theater Operations, and Reginald Randolph, General Manager of Theater District Parking, represented Houston First on this item. Ms. Turkiewicz provided background on the four key areas that bring in revenue for the Theater District Garage: Event, contract, daily transient parking and City of Houston employee parking. In addition to parking, the Theater District Garage is also responsible for maintaining six tunnels that connect the garage to various buildings as well as a shuttle service. She also provided the rate history of prices for event parking and a map that indicated various parking rates in the Theater District area. Houston First recommended that the Committee consider raising parking rates for event parking from \$10 to \$12 effective immediately. Following discussion on this item, a motion was made and duly seconded to approve an increase in the event parking rate to \$12 effective September 1, 2017.

5. Updates.

- A. COO – Convention Center. Luther Villagomez provided an update on Convention District capital projects and gave a summary of convention services and events. Mr. Villagomez also gave a summary of Avenida programming and the status of restaurant openings on the Avenida.

- B. COO - Theater District. Sheila Turkiewicz provided updated information related to the Sunset Coffee Building (SCB). She stated that Houston First has received Buffalo Bayou Partnership’s comments on an amendment to the earnest money agreement, the Memorandum of Understanding that is part of the earnest money agreement and the lease agreement. In addition, she stated that SCB won a Landmark Award in the Historic

Renovation category from Houston Business Journal. Ms. Turkiewicz also mentioned that staff is considering a request from Wortham Center Operating Company and Jones Hall Foundation to increase the respective ticket surcharges used to raise funds for maintenance of back of house equipment.

After a motion duly seconded, the meeting adjourned at approximately 3:35 P.M.

_____/s/_____

Pamela Walko, Secretary