

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

July 11, 2012

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 11<sup>th</sup> day of July 2012 at 11:00 a.m. in the Midtown Offices, located at 410 Pierce Street, Houston, Texas, 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Roger Neal	Ramiro Orta
Katherine Cabaniss	Vernus Swisher
John G. Castillo	William Franks
Howard Lee	Willie Coleman, Jr.
Gayle R. Fortson	M. Todd Triggs
William Tilney	Eileen Morris
Gary Noble	
F. Charles LeBlanc	

All of the above were present except Director Lee thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Katherine Mestousis, Marlon Marshall, Bryan Brown of the Goodman Corporation and Pat Hall of Equi-Tax. Also present were Jim Stern, Andre Humphrey, and Corina Vladescel.

Cynthia Alvarado called the roll of the Board of Directors and verified that a quorum was present.

Chairman Triggs called the meeting to order and welcomed guests.

**RECEIVE PUBLIC COMMENTS**

Chairman Triggs invited guests to introduce themselves and make comments to the Board.

Pat Hall of Equi-Tax, Inc. gave a brief overview of current assessment collections for the District. She stated that the uncertified, preliminary numbers for the 2012 values had come in at \$1,376,000,000.

**CONSENT AGENDA**

- a. **Approve Minutes for the June 6, 2012 regular Board meeting.**
- b. **Approve the May 2012 Financial Report.**
- c. **Approve the payment of invoices for July 2012.**
- d. **Approve Equi-Tax Report for June 2012.**

Director Coleman made a motion to approve the consent agenda. The motion was seconded by Director Franks and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING A RESOLUTION RELATED TO THE COMMITMENT OF LOCAL MATCH FUNDS FOR GRANT APPLICATIONS IN THE FY2013-2016 TRANSPORTATION IMPROVEMENT PROGRAM AT THE HOUSTON-GALVESTON AREA COUNCIL.**

Bryan Brown of the Goodman Corporation presented a draft of a resolution relating to the commitment of local match funds for certain projects to be used in connection with applications for federal grant funds. He stated that the District's attorney assisted in the preparation of the resolution and approved the final draft. Mr. Brown advised the Board that the Midtown Redevelopment Authority (MRA) would actually pay the local match but the MMD is the applicant and therefore needed to submit the resolution to evidence its commitment to provide the local match. Cynthia Alvarado reminded the Board that the MRA will be the grant administrator and will oversee the construction of any projects funded with grant funds pursuant to an interlocal agreement between the District and MRA.

Director Fortson made a motion to approve the Resolution as presented. The motion was seconded by Director Noble. Following all discussion, the motion carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE DISTRICT QUARTERLY INVESTMENT REPORT ENDING MARCH 31, 2012.**

Matt Thibodeaux reported on the Quarterly Investment Report for the 1<sup>st</sup> Quarter FY2012 and stated that the average yield on all accounts for the quarter ending March 31, 2012 was 0.3634%.

Director Fortson made a motion to approve the District's Quarterly Investment Report for the period ending March 31, 2012. The motion was seconded by Director Morris and carried by unanimous vote.

**RECEIVE COMMITTEE ACTIVITY REPORTS**

**A. Executive**

Director Triggs stated that matters discussed at the Executive Committee meeting would be presented in connection with the Committee reports.

**B. Public Safety**

Director Tilney updated the Board on the activities of the Public Safety Committee. He reported on the June 19, 2012 Public Safety Committee Meeting. He stated that the meeting was held in part at the request of the City of Houston Parks and Recreation Department to get community input regarding the proposed placement of a portable toilet in Elizabeth Baldwin Park (the "Park").

Managing Director Cynthia Alvarado gave a detailed presentation outlining the process, timeline, potential insurance requirements and cost of installing a portable toilet in the Park. Director Tilney stated that approximately 30 residents, business owners and Board members attended the meeting. Ms. Alvarado summarized the opinions and concerns raised by attendees, including concerns about the negative impact on property values, attracting more homeless people to the park and the potential for increased criminal activity in the Park and the areas surrounding the Park. Ms. Alvarado reported that Constable May Walker addressed

group and shared her concerns based on the prior experiences of other communities with bathrooms and/or portable toilets in park facilities. Constable Walker stated that calls for service to the Parks would likely increase substantially with the installation of a portable toilet. Director Tilney reported that those present at the meeting were overwhelmingly opposed to installing a portable toilet in the park.

Director Tilney summarized the crime statistics report and stated that crime was down slightly from last year. He commented that a recent report by a local television station of a burglary and subsequent shooting in Midtown did not in fact happen in Midtown.

Finally, Director Tilney also stated that representatives from the Bahá'í Center (located at 2914 Fannin Street, Houston, TX 77002) recently voiced concerns regarding the growing number of homeless persons occupying their parking lot who they believed were receiving services at a neighboring non-profit agency.

### **C. Marketing**

Cynthia Alvarado reported that no Marketing Committee meeting was held in July 2012 because the Committee Chair, Brian Warwick, resigned from the Board effective June 26, 2012. Ms. Alvarado stated that the Chairman Triggs will appoint a new Committee Chair and that the Committee will resume its work once the appointment is made.

#### **i. Review, discuss and take necessary action regarding a contract with Squidzink for improvements to the Midtown website.**

Ms. Alvarado updated the Board regarding the Midtown website conversion and improvements. She stated that the Midtown Staff is working with Squidzink regarding improvements to the website. She stated that the costs of the improvements and conversion to WordPress would be approximately \$4,800.00, which she hopes would be paid equally by the District and the MRA. She stated that the Board's current budget includes \$2500.00 for website improvements. Ms. Alvarado explained that she had been working with Squidzink and legal counsel for the past two weeks to negotiate a contract and that it was just recently finalized. Copies of the contract were made available to the Board for review. Ms. Alvarado stated that if approved, the updated website could be launched in early September 2012.

Director Swisher made a motion to approve the contract with Squidzink for improvements to the Midtown website. The motion was seconded by Director Fortson and carried by majority vote. Director Neal voted no.

### **D. Service & Maintenance**

Marlon Marshall reported on the activities of the Service & Maintenance Committee. Mr. Marshall informed the Board that the District had recently received a number of calls and emails from Midtown businesses and property owners regarding the lack of maintenance in the median along the METRORAIL from Alabama to Wheeler Streets. Mr. Marshall reported that the Midtown Staff contacted METRO to address the issues regarding the landscape maintenance, but expressed his concern that ongoing landscape maintenance by METRO would not be consistent with what Midtown expects. He reported that he continues to work toward a partnership with METRO that hopefully will allow the District to manage the landscape maintenance along the METRORAIL in Midtown.

## **E. Urban Planning**

Director Coleman reported on the activities of the Urban Planning Committee. He updated the Board on new building projects including the Post Properties complex which is in Phase 3 of construction, the Houston Metropolitan Dance Studio which recently rented a building in Midtown, and the Alamo Draffhouse which is expected to be open for business sometime in the mid 2013.

Director Coleman reported that that the committee invited Will Rub of Houston Bike Share to present the Houston B-cycle Program, which is expected to begin operating in Midtown in November 2012. Mr. Coleman stated that there will be no cost to the District for the B-cycle Program and that the bicycle stations are mobile and can be relocated easily depending on demand. Ms. Alvarado distributed a copy of the presentation to Board members.

Director Coleman advised the Board that the next Urban Planning Committee Meeting will be July 12, 2012 at 4 p.m.

Cynthia Alvarado reported that she has been developing "Midtown Momentum: a Plan for the Arts in Midtown" and additional placemaking initiatives which will be presented to the Board at a future meeting.

## **F. Finance**

Director Noble reported on the activities of the Finance Committee. He stated that the Committee held a brief meeting just prior to the Midtown Board meeting. In giving the finance report, Director Noble requested that the Staff change the title of the Profit and Loss Statement to Sources and Usage of Funds. He reported that the Committee wanted the Board to review and possibly revise its policy regarding the collection of past due assessments. There was discussion among Board members regarding the current policy and the homestead exemptions. Following all discussion, Board members suggested that the Committee request certain reports from Equi-Tax, work with the Staff to review the policy and make recommendations to the Board.

## **G. Nominating**

- i. Review, discuss and take necessary action regarding consideration of candidates to fill vacancies in Board positions 2 & 7.**

This agenda item was tabled.

## **REPORT ON CAPITAL PROJECTS OF THE MIDTOWN REDEVELOPMENT AUTHORITY (MRA).**

Marlon Marshall gave a report on the status of the MRA capital projects, including the Bagby Street Reconstruction project and the Midtown Park improvements. Midtown and the City of Houston Public Works and Engineering Department have agreed on minor improvements to the Bagby Street design which do not impact the planned traffic lane configuration or the pedestrian aspects of the project. The changes are focused on ensuring a maintenance agreement is included along with minor mid block parking lane changes which will better accommodate a future third through lane of traffic. These improvements have minimal impact to the project's design, costs, and schedule, and will not affect the vision of a sustainable GreenRoads project.

Midtown Park will bid in August 2012.

Gray Street - Phase II project will begin construction in late July 2012.

**WITH RESPECT TO THE FOREGOING AGENDA ITEMS, CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING, AS APPROPRIATE AND NECESSARY.**

- a. Consultation with attorney (Section 551.071, Texas Government Code);
- b. Personnel matters (Section 551.074, Texas Government Code).

There was no executive session.

**RECONVENE THE PUBLIC SESSION AND, IF NECESSARY, TAKE ACTION ON MATTERS DURING THE EXECUTIVE SESSION.**

There was no executive session.

**OTHER BUSINESS / ANNOUNCEMENTS**

None.

**NEXT MEETING DATE**

Chair Triggs announced that the next Board meeting would be the Annual Meeting and would be held on Wednesday, August 1, 2012 at 6:00 p.m. in the Central Bank Community Room, located at 2217 Milam, Houston, Texas 77002.

**ADJOURN**

There being no further business, the meeting was adjourned.

  
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William R. Franks, Board Secretary

8.1.12  
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Date