

**MINUTES OF THE MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING**

December 7, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on December 7, 2016 at 11:00 a.m. in the third floor conference room of the Midtown Management District's offices, located at 410 Pierce St., Houston TX 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Darcy John Lefsrud	Eileen J. Morris
Amar Mohite	Debbie Tyler Dillard
James Llamas	Dana Woodruff
Willie Coleman	Marylene Chan
Nancy J.W. Darst	William R. Franks
Diane Cervenka	Jesus Davila
Ben Robles	Gary Noble
Allen Douglas	Charles Washington
Jason West	

All of the above were present, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Michelle Ashton, Vernon Williams, Matt Thibodeaux, and David Thomas; Peggy Foreman of Burney & Foreman; Mechelle Phillips of One World Strategy Group; Sergeant Odell Haynes, Deputies Manzanare, Rodriguez, Roe and Maldonado with the Precinct 7 Constables' Office; along with Midtown Residents and visitors Thomas Wang, Dan Barnum, Jim Honey, James Holston, Juan Carlos Maldonado, Bruce Stowell, Trevor and Anna Smith, Algenita Davis and Shannon Bishop of Central Houston, and Delphine Montandon, owner of Maison Crepe Restaurant.

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

Chair Franks called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

Trevor Smith introduced himself as representing the Edge building in Midtown and stated that residents are concerned about taxes and the overlap in functions between the City of Houston and Midtown Management District. He stated that he is confused about whom to call for issues and that he has scheduled a meeting with Cynthia Alvarado. Jim Honey stated that he wants to terminate the contract with Precinct 7 for non-performance and fund S.E.A.L. Security Solutions with that money instead. He also expressed concern that the S.E.A.L. Security contract was moving quickly and indicated that the District should reach out to other organizations. Mr. Honey also requested that S.E.A.L.'s performance be measurable and asked that the District look at having Precinct 1 provide law enforcement services instead of or in addition to Precinct 7 since part of Midtown is within Precinct 1's boundaries. Dan Barnum

stated that there is a movement to encourage METRO's Board to have the new rail line go east-west on Richmond which is the proposed University Line. He stated that following the University Line would benefit Midtown by bringing approximately 100,000 people through the Wheeler Station. Algenita Scott Davis, the Urban and Community Affairs Officer at Central Houston shared with the Board that they are working to develop and launch a website that provides information about education options for families with school age children living in in the inner loop. She stated that Midtown resident, Michael Lewis, is on the steering committee for the project and that the website will have information about public and private schools as well as day care options. She stated that Central Houston needs help getting the word out to Midtown families about the website.

CONSENT AGENDA

- a. APPROVE MINUTES FOR THE NOVEMBER 2, 2016 BOARD MEETING.
- b. APPROVE THE FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2016.
- c. APPROVE THE PAYMENT OF INVOICES FOR NOVEMBER 2016.
- d. APPROVE EQUI-TAX REPORT FOR NOVEMBER 2016.

Director Coleman made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Morris and carried by unanimous vote.

REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE DISTRICT 3RD QUARTER FISCAL YEAR 2016 INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2016

Matt Thibodeaux presented the District's Investment Report. He stated that the average interest rate on all accounts for the Quarter ending September 30, 2016 was 0.2303 % and that the amount of interest earned was \$790.32. He further stated that a detailed written report was provided in the Board Information Packet.

Director Coleman made a motion to approve the investment report. The motion was seconded by Director Woodruff and carried by unanimous vote.

REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY

Peggy Foreman stated that the Board is required to review the investment Policy annually. She shared that the staff and legal counsel have reviewed the policy and that no changes were being recommended at this time. Director Coleman made a motion to approve the Investment Policy. The motion was seconded by Director Darst. Ms. Foreman answered questions from Board members about the Investment Policy. Following all discussion, the motion carried by unanimous vote.

REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING ANNUAL REVIEW OF QUALIFIED BROKER/DEALERS

Ms. Foreman stated that the review of the list of Qualified Broker/Dealers was also required to be reviewed annually. She stated that the staff reviewed the list and was recommended adoption of the list of Qualified Broker/Dealers attached as Exhibit A to the resolution distributed in the Board Information Packet. Director Woodruff made a motion to approve the list of Qualified Broker/Dealers as presented. The motion was seconded by Director Cervenka and carried by unanimous vote.

REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2017

Director Chan reminded the Board that they received a draft of the proposed budget at the November 2016 Board meeting. She stated that since that time the proposed budget has been changed to increase the Public Safety Committee's budget to pay the cost of additional security patrols and to fund a portion of the cost of the PIT program. She further stated that the Service and Maintenance Committee's budget was decreased due to the fact that the Midtown Redevelopment Authority was accelerating its sidewalks program and plans to install or repair a substantial amount of sidewalks in Midtown. As part of her presentation of the proposed budget, Director Chan reminded the Board that the rate of assessment was unchanged and remained at \$ 0.1181 per \$100 of assessed value. Director Coleman made a motion to approve the proposed budget for FY 2017 as presented by Director Chan. The motion was seconded by Director Woodruff. Following all discussion the motion carried by unanimous vote.

RECEIVE COMMITTEE ACTIVITY REPORTS AND REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE FOLLOWING, AS APPROPRIATE:

A. Public Safety Committee – Ben Robles, Chair

Director Robles shared that he and Committee Vice Chair Chan visited the S.E.A.L. Security Solution's headquarters and were very impressed by their facility and staffing. He stated that they have a stellar command center and technology, and he feels confident in their ability to do a good job in Midtown. He stated that he has appointed a subcommittee that includes Directors Chan, Woodruff and West, which will develop a strategic plan for the Public Safety Committee for 2017 which will be presented to the Board for consideration in early 2017. He stated that the subcommittee will also work on developing criteria to evaluate the performance of S.E.A.L. Security Solution should the Board vote to enter into a contract with them.

CONTRACT FOR PRIVATE SECURITY SERVICES

Ms. Foreman outlined the terms of the proposed contract with S.E.A.L. She stated that a copy of the proposed contract was provided to the Board as part of the Board Information Packet. Ms. Foreman stated that the contract term is for 1 year, however, the contract may be terminated without cause at any time upon giving 30 days written notice of intent to terminate. She explained that the Board determined that the use of a private security firm would be a pilot project for a six-month period and that in month five of the contract term the Board would make a decision whether continue the service or issue a notice of intent to terminate the contract.

Director Coleman made a motion to approve the contract. The motion was seconded by Director Robles. Following all discussion, the motion carried by unanimous vote.

Chairman Franks stated that the District will host a meeting with representatives from HPD, Precinct 7 and S.E.A.L. Security Solutions to discuss how the various entities can work together to best serve the Midtown Community.

Director Morris reminded the Board that they need to be flexible since there will likely be some issues to be resolved once the private security team comes on board. Ms. Foreman reminded the Board and the public to be realistic about expectations since issues of homelessness, vagrancy, drug use, etc. are complex will not likely disappear completely just because the District is adding additional security patrols.

Director Robles announced that the next Public Safety Committee meeting would be on Tuesday, December 20, 2016 at 11:30 a.m. and invited all to attend.

B. Marketing Committee – Debbie Tyler Dillard, Chair

Director Tyler-Dillard stated that 20,000 copies of the Cultural Arts and Entertainment Guide have been printed and are currently being distributed in Midtown. She reported that the content for the Midtown newspaper is currently being written in collaboration with One World Strategy Group and that Minor Design is working on the layout with a goal of printing the newspaper in January 2017. Director Tyler-Dillard reported that 25 anti-litter signs have been placed on trash cans throughout the District. She gave an update on the status of work on the website coding and content updates. Finally, she announced that ads promoting Midtown would appear in the January editions of *Modern Luxury* and *Texas Monthly*. Director Tyler-Dillard invited all to the next Marketing Committee meeting, which will be held on Thursday, December 22nd at 4:00 p.m. in the Midtown offices.

C. Service & Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported that the Committee is working very closely with the MRA on sidewalk installation and repair and that sidewalk construction should begin in the next 60 days. He also reported that seasonal planting and trimming is being conducted in the parks, including trimming branches that are blocking lights to enhance public safety. Director Woodruff asked if the District could make suggestions to CenterPoint regarding the priorities for installation of the LED lights. Director Lefsrud asked that recommendation for priority streets needing lights be sent to Marlon Marshall who will in turn reach out to CenterPoint with recommendations. Director Lefsrud also stated that the Committee is moving forward with drainage design for Glover Dog Park per City of Houston requirements. Finally, Director Lefsrud announced that the SeeClickFix 2016 report will be posted on the Midtown website in January 2017, followed thereafter by monthly reports. He invited all to attend the next Committee meeting on Monday, December 19, 2016 at 4:30 p.m.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas stated that the Committee is moving forward with reviewing the 2013 strategic plan in coordination with Design Workshop. He shared that the Committee is

still working on getting a B-Cycle station in Baldwin Park, that MRA/MIDCorp is working to have one installed in the Midtown Park and the Committee is approaching other entities to sponsor additional B-Cycle stations in the District. He also reported that the Committee will work with BikeHouston and other Committees to plan and promote rides, bike repair and safety classes in Midtown. He stated that if there is sufficient interest and participation, the Committee will continue its partnership with BikeHouston. Director Tyler-Dillard suggested inviting newly elected Harris County Commissioner Rodney Ellis to participate in a Midtown bike ride since we are in his precinct. Finally, Director Douglas invited all to the next meeting on Thursday, December 15th at 4:00 p.m., where the designer, lot owner, and developer for 1403 McGowen St. will present their vision and plans for the development of an 8 story luxury apartment complex.

Cynthia Alvarado gave an update and shared the map for the METRO Super Bowl Connection route, which is paid for by the Super Bowl Host Committee. She reported that the Super Bowl Host Committee is also developing a mobile app for the METRO Super Bowl Connection.

E. Cultural Arts and Entertainment – Eileen Morris, Chair

Director Morris reported on activities of the Cultural Arts and Entertainment Committee. She reported that the first Mistletoe Market held on November 4th and 5th in Bagby Park was a well-attended successful event. Cynthia Alvarado reported that that Mistletoe Market sold 27 booths (20 singles and 7 doubles) and received very positive feedback from artists and attendees. Ms. Alvarado stated that the participating vendors seemed to particularly appreciate the tents being set up and overnight security being provided as part of the booth rental fee. Director Washington stated that he experienced the event as a vendor and really appreciated the opportunity to share his work with the community and network with other artists. Finally, Ms. Alvarado stated that Rico's Morning + Noon + Night had significant food and beverage sales during the Mistletoe Market event.

Ms. Alvarado gave a update on the Houston Showcase (Cultural Arts HUB Crawl). She reminded the Board that a group is working with the SuperBowl Host Committee on an event designed to showcase 5 Houston neighborhoods during the SuperBowl and that current plans have Midtown being showcased on the Monday night before the Super Bowl. Ms. Alvarado stated that several businesses have expressed interest in participating and that she will continue to update the Board about the event.

Director Morris stated that there will not be a December Committee meeting and reminded the Board that the Cultural Arts and Entertainment, Urban Planning and Marketing and Economic Development Committees will host the Annual Town Hall meeting at The Ensemble Theatre on Wednesday, January 11, 2017, starting at 6:00PM.

F. Executive Committee – William Franks, Chair

Chairman Franks stated that the Committee's last meeting focused primarily on security issues and that all matters considered were discussed as part of the various committee reports.

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

Mr. Marshall presented the following report on the status of the current MRA capital improvement projects:

Midtown Park Project – Permanent power was installed in the garage last week and the team is working with the City of Houston to get a Temporary Certificate of Occupancy which they anticipate receiving by the end of December 2016. The Park Contractor is working aggressively to finish the bayou, water features, sod, and berms. The pavilion and restrooms are currently being constructed.

Caroline Street Project – TXDOT is targeting the first quarter of 2017 to rebid the street reconstruction project, but there is the possibility of a delay due to legal issues related to the previously selected Contractor's decision to not go forward with construction after being awarded the contract.

Holman Street Project – The project is wrapping up; The overlay is almost finished and the Contractor is waiting on CenterPoint to resolve electrical issues so they can complete pedestrian lighting and landscaping. The entire project is anticipated to be complete in the next 45 to 60 days.

Main Street Project – The sidewalks are complete on the east side of Main Street and they are currently working to finish certain blocks on the west side adjacent to Midtown Park. The project was delayed for several days following an accident involving a METRO train and a pedestrian due to a lack of available flaggers from METRO, however the Contractor anticipates that most of the work will be completed prior to Super Bowl.

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

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

The Board did not conduct an executive session at this meeting.

ANNOUNCEMENTS

Director Washington invited all to City Hall on Friday, December 9th at 5:00 p.m. for a gallery showcasing Houston artists. Michelle Ashton reported that the District-wide survey was extended to January 15, 2017 and encouraged everyone to complete it. Director Noble asked the Chair to consider allowing public comments at the beginning and the end of future Board meetings.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, January 4, 2016, at 11:00 a.m. in the third floor conference room in the Midtown Management District's offices, 410 Pierce St., Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.



Eileen J. Morris, Board Secretary

Date: 1-4-2017