

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

January 6, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on January 6, 2016 at 11:00 a.m. in the 3rd Floor Conference Room of the Midtown Management Districts' 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:

Darcy John Lefsrud
Diane Cervenka
Jacques Fox
J. Allen Douglas
Kim Cook
Monte Large
Willie Coleman
Deborah Tyler Dillard
Eileen J. Morris

John Castillo
Marylene Chan
William R. Franks
Debra McGaughey
Gary Noble
Charles Washington
Amar Mohite
Nancy J.W. Darst

All of the above were present except Directors Large, Douglas, Castillo, Chan and Washington thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Elizabeth Powell, Kandi Schramm, Marlon Marshall, Vernon Williams, David Thomas, and Matt Thibodeaux; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell Giuliani; Jeri Brooks from One World Strategy Group, LLC.; Mariana Rashcke from the Goodman Corporation; Sgt. Haynes from Precinct 7, Cynthia Aceves-Lewis and James Holston.

Cynthia Alvarado verified that a quorum was present.

Director Coleman called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS.

Guests in attendance were invited to introduce themselves and address the Board on any issues of concern. There were no public comments.

CONSENT AGENDA

- a. Approve Minutes for the November 4, 2015 Board meeting.
- b. Approve Minutes for the November 18, 2015 special Board meeting.
- c. Approve Minutes for the December 9, 2015 Board meeting.
- d. Approve the financial report for the month of December 2015.
- e. Approve the payment of invoices for January 2016.
- f. Approve Equi-Tax Report for December 2015.

Cynthia Alvarado presented the Consent Agenda and asked to have the item relating to financial reports for the month of December 2015 tabled until the next Board meeting. Director Noble made a motion to approve the Consent Agenda as presented, except for the item relating to financial reports for the month of December 2015. The motion was seconded by Director Morris and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING A LETTER OF ENGAGEMENT FOR THE AUDIT FOR FY 2015.

Ms. Alvarado presented the Letter of Engagement from Carr, Riggs and Ingram, LLC, Certified Public Accountants and Advisors. Ms. Alvarado stated that the cost of the audit was \$11,500.00 which was an increase of \$500 over last year's audit cost.

Director Lefsrud made a motion to approve the Letter of Engagement with Carr, Riggs and Ingram, LLC for a cost not to exceed \$11,500 plus out-of-pocket expenses estimated to be \$200. The motion was seconded by Director Morris. Following all discussion, the motion carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING AGREEMENT WITH ONE WORLD STRATEGY GROUP, LLC.

Peggy Foreman presented the Agreement with One World Strategy Group, LLC for communications services. Ms. Foreman gave a summary of the terms of the Agreement including the monthly compensation amount. Director Morris made a motion to approve the Agreement with One World Strategy Group, LLC. as presented. The motion was seconded by Director Darst. Following all discussion, the motion carried by unanimous vote.

RESOLUTION RATIFYING VARIOUS CONTRACTS AND OTHER ADMINISTRATIVE ACTIONS OF THE MIDTOWN MANAGEMENT DISTRICT:

Cynthia Alvarado announced that this item was pulled from the Agenda.

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

A. Public Safety Committee – John G. Castillo, Chair

Cynthia Alvarado reported on the activities of the Public Safety Committee. She stated that all law enforcement agencies in Midtown were represented at the January 2016 Public Safety Committee meeting. She further stated that in addition to presentation of crime statistics for the District there was discussion about efforts and initiatives to improve public safety in Midtown and especially in the parks.

Cynthia Alvarado announced that there would be a presentation on public safety issues at the February 2016 evening Board meeting. Several Board members asked the Staff to ensure that as much notice as possible be given via email and social media to Midtown residents and businesses about the February evening Board meeting to discuss public safety related issues with law enforcement officers. Board members also made suggestions about other cost effective ways to improve communications with Midtown property owners, residents and other stakeholders. There was general discussion among Board members about the challenges of public engagement. Ms. Alvarado announced that the Board Chair would be meeting with representatives of several area Home Owners' Associations on January 14, 2016.

i. INTERLOCAL AGREEMENT FOR LAW ENFORCEMENTS SERVICES WITH HARRIS COUNTY FOR THE PERIOD FROM MARCH 1, 2016 TO FEBRUARY 28, 2017.

Cynthia Alvarado stated that the District received the Interlocal Agreement for Law Enforcement Services from Harris County. Peggy Foreman summarized the major terms of the Interlocal Agreement and stated that because of timing issues the Agreement was being considered at this Board meeting, however she announced that she and the Staff would work with Harris County to get the Agreement revised to include 1 additional deputy constable as provided for in the Fiscal Year 2016 Budget approved at the December 2015 Board meeting. Ms. Foreman explained that the Agreement would have to be approved by Harris County Commissioners' Court and that depending on when the matter is placed on the Commissioners' Court agenda, the Board may be asked to approve/ratify the revised Agreement at the February 2016 Board meeting.

Director Morris made a motion to approve the Interlocal Agreement for Law Enforcement Services with Harris County for the period from March 1, 2016 to February 28, 2017. The motion was seconded by Director Lefsrud and carried by unanimous vote.

Finally, Cynthia Alvarado announced that the next Public Safety Committee meeting is scheduled for Tuesday, January 19, 2016 at 11:30 a.m. in the Midtown Management District's offices, 3rd floor conference room, 410 Pierce St., Houston, Texas 77002 and invited all to attend.

B. Marketing Committee

Director Darst reported on the activities of the Marketing Committee. She stated that representatives from Modern Luxury Magazine attended the December 2015 Marketing Committee meeting and encouraged the Committee to consider advertising in the magazine's restaurant section. Ms. Darst reported that the Committee declined to recommend use of District funds to pay for the costs of such advertising but was willing to reach out to certain Midtown restaurants owners to see if they were interested in collectively paying for the costs of such advertising as a means of promoting economic activity in Midtown.

Finally, Director Darst announced that the next Marketing Committee meeting will be held on Wednesday, January 20, 2016 at 4:00 pm in the Midtown District Offices located at 410 Pierce St., Suite 355, Houston, TX 77002.

C. Service & Maintenance Committee

Director Lefsrud reported on the activities of the Service and Maintenance Committee. He stated that the Committee was continuing to work on the "SeeClickFix" Project, which is a software program that will record calls for service in Midtown. Director Lefsrud stated that the Staff and Committee members had received training on use of the SeeClickFix software and would begin beta testing very soon once the mobile app is completed.

i. Extension of certain maintenance contracts

1. Metropolitan Landscape Management, Inc. for Field Maintenance Services
2. Southwest Wholesale, LLC. For Maintenance Services at Baldwin Park and Glover Park

Marlon Marshall asked the Board to adopt resolutions ratifying 2-year extensions of the Field Services Agreement and the Baldwin and Glover Park Maintenance Agreement. Director Coleman made a motion to approve resolutions ratifying the extension of each of the contracts. The motion was seconded by Director Noble. Following all discussion, the motion passed by unanimous vote.

D. Urban Planning Committee – Monte Large, Chair

Elizabeth Powell reported on the activities of the Urban Planning Committee. She stated that the Goodman Corporation would be making a presentation on the Circulator Survey at the end of the Board Meeting.

E. Finance Committee – Marylene Chan, Chair

The Committee Chair, Marylene Chan, was unable to attend the Board meeting so no oral report was given. Peggy Foreman directed Board members to the written financial reports contained in the Board Information Packet.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee. She stated that there was no Cultural Arts and Entertainment meeting in December, but that the Committee would be hosting an evening town hall meeting on January 21, 2016 at the Ensemble Theater at 6:00 p.m. and that this evening town hall will continue to be an annual event as it is a good opportunity to get input and feedback from Midtown residents and stakeholders. Director Morris reported that the Committee had received designs for 2 of the mini-murals and was awaiting approval from the City of Houston on sites for 2 additional mini-murals.

G. Executive Committee – William Franks, Chair

Director Franks thanked everyone for their hard work in 2015 and stated that he looks forward to 2016. Director Franks also reported that he received a call from Director Monte Large who indicated that his responsibilities at his new job will not allow him to continue as a Board member and that he would be submitting a letter of resignation from the Board.

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

Marlon Marshall gave the following report on the status of the current MRA capital improvement projects:

Midtown Park Project – The garage construction is approximately 30 days behind schedule primarily due to weather delays, however the garage contractor and the park contractor are working cooperatively to allow the park contractor to get on site as soon as possible to begin construction of the park. The lid of the garage is expected to be completed sometime in Mid-February.

Caroline Street Project – The Staff and Consultants are still working diligently with the City of Houston and the Texas Department of Transportation to move the Caroline Street Project forward. The Staff will be meeting with the City of Houston Public Works Department for further discussion regarding additional funding for the Project.

Holman Street Project – The contractor is onsite and will be starting construction on the west end of Holman near Spur 527. The contractor is working to coordinate with MATCH (Midtown Arts and Theater Center Houston) and HCC to minimize the impact of construction on long scheduled events.

PRESENTATION: MIDTOWN CIRCULATOR SURVEY

Mariana Rashcke from the Goodman Corporation presented the results of the Circulator Survey. She explained the process used, shared the key survey questions and gave a detailed analysis of the responses received. Ms. Rashcke made recommendations relating to a pilot Circulator project and discussed the possibility of applying for grant funds once some usage data has been obtained from a pilot project.

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).

There was no Executive Session.

ANNOUNCEMENTS

Chair Franks announced that Precinct 7 Constable May Walker and her team will make a special presentation at the February 3, 2016 Board meeting regarding a new reporting format for their Midtown public safety statistics and programs aimed at improving public safety in Midtown. He invited everyone to attend.

NEXT MEETING DATE

Chair Franks reminded everyone that the next Midtown Management District Board meeting will an evening meeting and will be held on Wednesday, February 3, 2016, at 6:00 p.m. in the community room of Central Bank located at 2217 Milam St., Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.

Eileen J. Morris, Board Secretary

Date: _____