

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

July 6, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on July 6, 2016 at 11:00 a.m. in the 3rd Floor conference room of the Midtown Management District's 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	Eileen J. Morris
Kim Cook	Deborah Tyler Dillard
Amar Mohite	Vacant
Vacant	Marylene Chan
Willie Coleman	William R. Franks
Nancy J.W. Darst	Vacant
Diane Cervenka	Gary Noble
Vacant	Charles Washington
Allen Douglas	

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

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Kandi Schramm, Marlon Marshall, Vernon Williams,, David Thomas and Amaris Salinas; Peggy Foreman of Burney & Foreman; Mechelle Phillips of One World Strategy Group; Mica Owens of LOGIC and TexStar Investment Pools, DeJuana Williams of Houston Community College; Sargent Farquhar and Officer Webb of the Houston Police Department South Central Division; Sargent Haynes with the Precinct 7 Constables' Office and Midtown Residents - Thomas Wang, Michael Burke, Dan Barnum and Jim Honey;

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.

Dan Barnum, a Midtown resident, thanked the Board for their work on behalf of Midtown. He stated that he wanted to advise the Board that he thinks the Field Services Team could do a better job of picking up trash especially before cutting the grass. Jim Honey announced that the Museum Park neighborhood was hosting a meeting with various City of Houston representatives to discuss issues of crime and homelessness and invited all to attend.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING ELECTION OF BOARD OFFICERS

Director Noble reported on the nominating process and announced the slate of officer nominees recommended by the Nominating Committee:

Chair..... William R. Franks
Vice Chair Willie Coleman
Treasurer Marylene Chan
Secretary..... Eileen J. Morris
Assistant Secretary.... Allen Douglas

Director Noble asked if there were any other nominations for any of the officer positions.

Receiving no nominations from the floor, Director Darst made a motion to accept the recommendation of the Nominating Committee and that the entire slate be elected as a whole. The motion was seconded by Director Lefsrud. The motion carried by unanimous vote.

CONSENT AGENDA

- a. **APPROVE MINUTES FOR THE JUNE 1, 2016 BOARD MEETING.**
- b. **APPROVE THE FINANCIAL REPORT FOR THE MONTH OF MAY 2016.**
- c. **APPROVE THE PAYMENT OF INVOICES FOR JUNE 2016.**
- d. **APPROVE EQUI-TAX REPORT FOR JUNE 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.

RENEWAL OF DISTRICT'S 2016-2017 INSURANCE POLICIES

Ms. Alvarado presented the quote for the renewal of the District's annual insurance policies for the period beginning August 1, 2016 and ending July 31, 2017, noting that there was a small reduction for this year.

Director Noble made a motion to approve the renewal of the District's insurance policies as presented for the period beginning August 1, 2016 and ending July 31, 2017. The motion was seconded by Director Darst. 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 – Kim Cook, Vice Chair

Director Cook reported on the activities of the Public Safety Committee.

i. REPORT FROM PRECINCT 7 CONSTABLES' OFFICE

Precinct 7 Sgt. Odell Haynes gave a brief report on crime statistics in Midtown. He stated that his deputies and all law enforcement officers are continuing to battle the synthetic drug KUSH and that it is proving to be a big problem in Midtown and in many major Texas cities. Sgt. Haynes reported that recently there were media reports that more than a dozen individuals suffered the effects of KUSH overdose on a single day last month. Ms. Alvarado reported that a number of individuals also suffered from KUSH overdoses at Peggy's Point Plaza Park during the first weekend of July 2016.

Ms. Alvarado reported that 118 organizations have been permitted to feed the homeless in Houston and 44 of those 118 organizations do so in Peggy's Point Plaza Park. HPD Sgt. Farquhar stated that the feedings in Peggy's Point Plaza Park had been reviewed by the Houston Police Department and the City of Houston Parks and Recreation Department and that a decision was made to limit the feedings to two or three times a week. He further reported that HPD has eight officers patrolling between 8:00 a.m. and 2:30 p.m., however they cannot always catch the unauthorized charitable feedings, which tends to result in an exorbitant amount of trash in the area. Ms. Alvarado stated that District has deployed its Field Services Team to clean the Park on several occasions and has received reports that HPD Officers have also assisted with clean up. She stated that she will follow up and request a Patrol Alert from Precinct 7 for the park during the times that HPD is not available and report back to the Board on this issue.

Ms. Alvarado reported that the Public Intoxication Transport (PIT) Team Pilot Program is a team that provides an opportunity for persons who are intoxicated to go to the Sobering Center to get help rather than be arrested and taken to jail. She further stated that once individuals are at the Sobering Center they have the opportunity to take advantage of other support services. Ms. Alvarado stated that the three member team includes a Law Enforcement Officer, an Emergency Medical Technician and a Social Worker and that it takes approximately 20 minutes to provide intake services, allowing the team to get back onto the streets quickly to assist other intoxicated individuals. She stated that the PIT Team works Monday through Friday eight hours a day.

Director Douglas thanked the law enforcement officers for their work in Midtown and specifically thanked Sgt. Farquhar for going above and beyond by picking up trash in certain areas of Midtown. Director Douglas asked about the boundaries of the Public Intoxication Transport Team Pilot Program. Sgt. Farquhar stated that the PIT van is available for use by all law enforcement officers and that he believes it would travel slightly outside its boundaries if necessary.

ii. RATIFY PARTICIPATION IN THE PUBLIC INTOXICATION TRANSPORT (PIT) PILOT PROGRAM

Ms. Alvarado reported that the PIT Pilot Program began in early May 2016 in Downtown Houston and has had good success. She further reported that the District received a request for financial assistance in the amount of \$1250 to extend the Public Intoxication Transport Team Pilot Program in Midtown for an additional 2 weeks. She stated that the request was presented to and approved by the Executive Committee because of timing issues.

Director Coleman made a motion to ratify the participation in the Public Intoxication Transport Pilot Program and the payment of a portion of the cost in the amount of \$1250. The motion was seconded by Director Cook. Following all discussion, the motion carried by unanimous vote.

B. Marketing Committee – Deborah Tyler Dillard, Chair

Director Tyler Dillard reported on the activities of the Marketing Committee. She stated that the Committee is continuing to work on Volume 2 of the Cultural Arts and Entertainment Guide. She also announced that the Committee will be meeting jointly with the Cultural Arts and Entertainment Committee.

C. Service & Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported on the activities of the Service and Maintenance Committee. He stated that the Committee and the Staff is continuing to respond to the various issues reported on the SeeClickFix app. He stated that 85 issues have been reported and that 42 have been closed. He further reported that the Staff plans to reach out to TxDOT for assistance in cleaning up the trash and debris under the freeways and near Spur 527.

i. REVIEW, DISCUS AND TAKE NECESSARY ACTION REGARDING BALDWIN AND GLOVER PARKS MAINTENANCE ISSUES.

Director Lefsrud reported on the need to use up to \$25,000 of capital reserve funds address various issues in Baldwin Park and Glover Park. He stated that lighting in Glover Park was damaged by the recent flooding and needed to be replaced at a cost of \$6,500 and that the gravel path in Baldwin Park was eroded due to the same flooding incident and would also need to be repaired.

Director Coleman made a motion to authorize the use of \$6,500 to repair lighting in Glover Park. The motion was seconded by Director Lefsrud and carried by unanimous vote.

Director Lefsrud stated that the Committee will make a presentation at a future Board meeting for additional park maintenance and repairs once it has additional information as to costs.

Ms. Alvarado announced that the Service and Maintenance Committee and the Urban Planning Committee will have a joint meeting on Monday, July 18, 2016 at 3:30 p.m. to discuss suggestions for FY 2017 projects.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported on the activities of the Urban Planning Committee. He stated that the Committee is planning to walk through various parts of the District to help identify appropriate locations for sidewalks, trash cans, benches and other landscape amenities.

E. Finance Committee – Marylene Chan, Chair

Director Chan reported on the activities of the Finance Committee. She reviewed the Profit and Loss Report for the Board noting that the District has collected 97% of assessments as of June 30, 2016.

i. RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A PARTICIPATION AGREEMENT AND TRUST INSTRUMENT FOR PARTICIPATION IN A PUBLIC FUNDS INVESTMENT POOL DESIGNATING THE BOARD OF TRUSTEES OF THE POOL AS AN AGENCY AND INSTRUMENTALITY TO SUPERVISE THE POOL APPROVING INVESTMENT POLICIES OF THE POOL APPOINTING AUTHORIZED REPRESENTATIVES AND DESIGNATING INVESTMENT OFFICERS.

David Thomas introduced Mica Owens with Logic and TexStar Investment Pools. Ms. Owens gave a brief presentation about the Logic Investment Pool and advised the Board that it could potentially increase its yield by a few additional basis points by participating in the Logic Investment Pool.

Director Chan made a motion to approve the above captioned Resolution. The motion was seconded by Director Tyler Dillard. Board members asked questions about the Logic Investment Pool and whether the District Staff and Investment Officer was supportive of participation in the Logic Investment Pool. Following all discussion, the motion carried by unanimous vote.

ii. FY 2017 BUDGET TIMELINE PROCESS

Director Chan reported that it is now time for the Committees to begin work on their budget requests for FY 2017 and walked through the budget process and timeline.

Ms. Alvarado stated that the committees are beginning the annual budget process. She stated that Midtown Staff would reach out via social media to Midtown stakeholders to encourage them to participate in the budget process at the committee level to help identify projects and programs for FY 2017 that are in keeping with the approved 10-Year Service and Improvement Plan.

iii. AUTHORIZE THE TRANSFER OF FUNDS FROM THE PARKS CAPITAL RESERVE ACCOUNT TO THE OPERATING FUNDS ACCOUNT TO PAY COST OF MAINTENANCE AT BALDWIN AND GLOVER PARK

Director Chan stated that the District's Certificate of Deposit was maturing on July 8, 2016 and that a request was being made to transfer \$25,000 from the reserve account to the operating account to pay for certain maintenance costs at Baldwin and Glover Parks.

Director Chan made a motion to authorize the transfer of \$25,000 from the Parks Capital Reserve Account to the Operating Funds Account to pay for certain maintenance costs at Baldwin and Glover Parks. The motion was seconded by Director Cervenka and carried by unanimous vote.

Director Chan reminded the Board that so far it has only authorized expenditure of \$6500 of the \$25,000.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee.

i. ADOPT RECOMMENDATION OF THE CULTURAL ARTS AND ENTERTAINMENT COMMITTEE FOR A WEBSITE DEVELOPER

Director Morris reported that the District received 3 responses to the Request for Proposal to Develop a Cultural Arts and Entertainment Website. She stated that the selection committee has reviewed and ranked the responses and that the Committee is recommending Tribe Design, Inc. as the website developer.

Director Coleman made a motion to adopt the recommendation of the Cultural Arts and Entertainment Committee to engage Tribe Design, Inc. as the website developer for the Cultural Arts and Entertainment Website. The motion was seconded by Director Tyler Dillard. Following all discussion, the motion carried by unanimous vote.

ii. APPROVE AGREEMENT WITH WEBSITE DEVELOPER

Peggy Foreman presented the Agreement with Tribe Design, Inc. for website development services. Ms. Foreman presented the major terms of the Agreement and stated that the Agreement provided to the Board was in substantially final form but may require some small changes. She asked the Board to authorize the Chair and/or other Board officers to finalize negotiations and execute the Agreement with Tribe Design, Inc.

Director Coleman made a motion to authorize the Chair and/or other Board officers to finalize negotiations and execute the Agreement with Tribe Design, Inc. The motion was seconded by Director Washington and carried by unanimous vote.

Ms. Alvarado announced that the Marketing and Economic Development Committee and the Cultural Arts and Entertainment Committee will meet on Wednesday, July 20 at 3:00 p.m. in a combined meeting at The Ensemble Theatre to begin to discuss suggestions for FY 2017 projects.

G. Nominating Committee – Gary Noble, Chair

i. UPDATE ON FILLING BOARD VACANCIES

Director Noble reported that the Nominating Committee had received 41 resumes for consideration and that candidate interviews have been taking place. He thanked all the Board Members that have participated in the interviews of candidate. He stated that the candidates were well qualified and that several had offered great ideas during the interviews. Director Noble reported that the Committee encouraged all the candidates to actively participate with the District by serving on committees even if they were not selected to fill for one of the four Board vacancies. He stated that the Committee will reach out to encourage the candidates to become more involved with the District. Finally, he stated that

the Committee will continue interviewing candidates and make recommendations at a future Board meeting.

H. Executive Committee – William Franks, Chair

Chairman Franks reported that the matters discussed in the Executive Committee meeting were all previously presented by each of the Committee Chairs. He stated that he would be restructuring the committees so that each committee will have a chair and 2 vice-chairs, one of whom will be a Midtown property owner or resident.

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

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

Midtown Park Project – The exterior of the underground parking garage has been completed and the Garage contractor has moved inside the garage to begin work on the stripping and lighting. The Park contractor is working on starting to erect the pavilion. The MIDCorp Board has selected a garage operator and is currently negotiating an agreement. ESPN has repeatedly expressed strong interest in renting the Midtown Park during the Super Bowl in 2017 but no final commitment has been made. The staff and designers will delay installation of certain park features until after the Super Bowl, depending on the outcome of ESPN’s decisions regarding using the park.

Caroline Street Project - TxDOT is planning to re-bid the project on July 18, 2016 with bids due August 9, 2016. Construction is anticipated to begin in the first quarter of 2017 with a projected 15 month construction schedule.

Holman Street Project – Holman Street construction of pedestrian improvements, including sidewalks, curbs, ramps, lighting and landscaping is moving quickly except in the area surrounding the Mid-Main Project where delays are being caused by construction of the Mid-Main Project. Construction is anticipated to be complete in October 2016.

Main Street Project - The contractor has mobilized on the site and is waiting on a decision by the City of Houston as to how many blocks the contractor will be allowed to close at a time. The Staff anticipates that actual construction will start in the next few weeks.

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

There were no announcements.

NEXT MEETING DATE

Director Franks stated that the next Midtown Management District Board of Directors meeting will be the Annual Meeting to held on Wednesday, August 3, 2016, at 6:00 p.m. at Houston Community College, Learning Hub/Science Building, 1300-B Holman St, Room 100, Houston, Tx 77002

ADJOURN

There being no other business, the meeting was adjourned.



Eileen J. Morris, Board Secretary

Date: 8/3/16