



**midtown**  
HOUSTON

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

**February 1, 2017**

The Board of Directors of the Midtown Management District held a meeting, open to the public, on February 1<sup>st</sup>, 2017 at 6:00 p.m. in the conference room at Central Bank, located at 2217 Milam 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 except for Director Cervenka, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Michelle Ashton, Amaris Salinas, Matt Thibodeaux, and David Thomas; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell, LLC; Mechelle Phillips of One World Strategy Group; Sergeant Odell Haynes with the Precinct 7 Constables’ Office; Officers Paul Reese, Dwight Burton, James Alexander, Jacob Montgomery, Jesse Sampson, Rasiel Limonta, and Headley of S.E.A.L. Security Solutions, LLC; along with Midtown Residents and visitors Ken Jamail of Lorenzo’s Bar and Grill, Eric Botts, Juan Carlos Maldonado, Scott Harbers, Luam Trong, Eoles Whitaker from State Rep. Garnet Coleman’s office, and De Juana Williams of Houston Community College.

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**

Mechelle Phillips invited everyone to Midtown Park’s soft opening on Saturday, February 4<sup>th</sup> and Sunday, February 5<sup>th</sup>. She stated that there will be several events in Midtown Park including a battle of the bands sponsored by the Super Bowl Host Committee, live entertainment, food trucks, games, DJs, and more.

Amaris Salinas encouraged all to attend the 3-day SUPER Weekend Block Party at Bagby Park which begins on Thursday, February 2<sup>nd</sup> from 4:00 p.m. – 8:00 p.m. She also thanked the S.E.A.L. Security Solutions, LLC. team for their presence at Game City Showcase events in Midtown on Monday evening.

Ken Jamail, the Director of Special Events for Lorenzo's Bar and Grill in Midtown, announced that the restaurant is open at 1910 Bagby St. He invited everyone to come by and said they will validate parking for lunch guests.

Luam Trong stated that he has had problems with the pavement in front of a nearby house and does not know how to get it repaired. Chair Franks asked that he speak to Midtown Project Manager, Marlon Marshall.

Eoles Whitaker introduced himself as attending on behalf of State Representative Garnet Coleman.

### **CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE DECEMBER 7, 2016 BOARD MEETING
- B. APPROVE MINUTES FOR THE JANUARY 4, 2017 BOARD MEETING
- C. APPROVE FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 2016
- D. APPROVE FINANCIAL REPORT FOR THE MONTH OF DECEMBER 2016
- E. RATIFY PAYMENT OF INVOICES FOR DECEMBER 2016
- F. APPROVE PAYMENT OF INVOICES FOR JANUARY 2017
- G. APPROVE EQUI-TAX REPORT FOR DECEMBER 2016
- H. APPROVE EQUI-TAX REPORT FOR JANUARY 2017
- I. RATIFY INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH HARRIS COUNTY FOR MARCH 1, 2017 THROUGH FEBRUARY 28, 2018
- J. RATIFY EMPLOYEE COMPENSATION, JOB TITLES AND BENEFITS
- K. APPROVE AMENDED AND RESTATED AGREEMENT WITH ONE WORLD STRATEGY GROUP, LLC
- L. APPROVE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR MAINTENANCE OF BALDWIN PARK
- M. APPROVE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR DEVELOPMENT AND MAINTENANCE OF GLOVER PARK

Director Coleman made a motion to approve Consent Agenda. The motion was seconded by Director Noble and carried by unanimous vote.

### **REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING A LETTER OF ENGAGEMENT FOR THE AUDIT FOR FY 2016**

David Thomas presented the letter of engagement with Carr Riggs Ingram for the FY 2016 audit which provided for a cost of \$11,500.00 plus an additional \$250.00 for actual out-of-pocket expenses. He stated that the audit will begin on February 27<sup>th</sup>, 2017 and will likely include two (2) weeks of field work and two (2) weeks of office work. Mr. Thomas also stated that because of the level of grant funds received, the auditors will also conduct a required single audit of federal grant funds at a cost of \$3,000.00, as part of our agreement with the Midtown Redevelopment Authority the amount will be paid or reimbursed by the MRA.

Director Coleman made a motion to approve the letter of engagement for the FY 2016 audit. The motion was seconded by Director Woodruff and carried by unanimous vote.

### **INTERLOCAL AGREEMENT WITH THE MIDTOWN REDEVELOPMENT AUTHORITY**

Clark Lord presented the Interlocal Agreement with the Midtown Redevelopment Authority. He advised the Board that pursuant to the terms of the Interlocal Agreement, the MRA would be able to utilize a portion of TIRZ funds not to exceed \$160,000.00 to pay for certain supplemental services to address public safety issues in Midtown. Mr. Lord stated that the Agreement will run through June 2017 and would be reconsidered as a part of the MRA FY 2018 budget process.

Director Coleman made a motion to approve the Interlocal Agreement with MRA. The motion was seconded by Director Woodruff and 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 walked the group through the Tableau Public Safety report that includes safety incidents in Midtown from January 1, 2016 through December 31, 2016. Director Robles stressed that the report was created by volunteers and may not be 100% accurate. It was created using available crime data reported by Houston Police Department and the Precinct 7 Constable. Director Chan stated that future reports may include data reported by S.E.A.L. Security Solutions, LLC. and that compiling the data in this format is beneficial because it allows users to visualize the data and see what types of crimes are being committed in Midtown and where they are being committed. She pointed out that the majority of the crimes reported in Midtown are property crimes, such as burglary of a motor vehicle, which according to law enforcement can be prevented or reduced significantly by educating and reminding citizens not to leave valuables in their vehicles. Director Chan also stated that the report can be used to show trends and hot spots, and can be examined on a monthly basis to help educate the Board and community.

Director Chan shared that she participated in the homeless count in January 2017 with Director Darst and Thomas Wang in the Greater East End area. Director Darst shared her impressions from the experience as well.

Director Robles stated that thanks to the generous contribution of \$75,000 to HPD Central Division from Councilmember Ellen Cohen, there were extra bicycle patrols in Midtown from 9:00 a.m. – 3:00 p.m. Chair Franks asked the District Staff to draft a thank you letter to Council Member Cohen.

Ms. Alvarado shared that she met with Precinct 7 Deputy Constables and S.E.A.L. Security Solutions, LLC regarding additional security during Super Bowl week, particularly in and around the Super Bowl Midtown Shuttle stops, the METRORail, and the Game City Showcase locations. She reported that S.E.A.L. Security Solutions, LLC and Precinct 7 Deputy Constables will be in Midtown throughout the week and that S.E.A.L. Security Solutions, LLC will be providing extra security at events in the parks.

Director Robles announced that the next Committee meeting will be on Tuesday, February 21<sup>st</sup>, at 11:30 a.m. in the Midtown Management District's offices.

Chair Franks commended Directors Robles and Chan and the Public Safety Committee on their hard work on public safety issues.

**B. Marketing Committee – Debbie Tyler Dillard, Chair**

Director Tyler-Dillard reported that Midtown has been showcased in ads for the Super Bowl in *Houston Press*, *Texas Monthly*, and *Modern Luxury*. She also shared that the relaunched Midtown newspaper the Midtown Buzz is on newsstands throughout in the neighborhood, and that website improvements have been completed. She invited all to attend the next Committee meeting on Wednesday, February 15<sup>th</sup>, at 4:00 p.m. in the Midtown Management District's office.

**C. Service and Maintenance Committee – Darcy Lefsrud, Chair**

Director Lefsrud gave a report on the sidewalk replacement/repair project. He also reported that Committee Vice Chair, Thomas Wang, met with representatives of Trees for Houston and that the Committee is working in conjunction with the Urban Planning Committee to develop a map to showing locations for the placement of 50 additional trees in Midtown. Director Lefsrud invited all to attend the next Committee meeting on Monday, February 20<sup>th</sup> at 3:30 p.m. in the Midtown Management District's office.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Douglas stated that the Committee is working to update the land use map for Midtown. He said that the Committee is also working with the Service and Maintenance Committee to help identify areas where more lighting is needed and locations for new tree placement. Director Douglas asked for volunteers to help walk the neighborhood. He also shared that the Committee is working with and the MRA Staff and consultants to update the Midtown strategic development plan. Additionally, Director Douglas reported that the Committee is working to formalize a notification process with the City of Houston which would afford the Committee the opportunity to review plans and work with developers, especially those seeking variance requests. He stated that he has appointed a subcommittee consisting of Directors Mohite, Llamas, and Darst to review any variance requests that have a short response deadline. Director Douglas shared that Thomas Wang and Director Darst are developing a business plan for a Midtown Farmer's Market that will be presented in the Committee in the coming months and that the Committee continues to work to identify two more locations for B-cycle stations in Midtown. Finally, he stated that the Committee is working with BikeHouston to set a date for a bike workshop and neighborhood bike ride. He announced that the next Committee meeting will be on Thursday, February 16<sup>th</sup>, at 4:00 p.m. in the Midtown Management District's office.

Michelle Ashton shared that Mayor Turner and Chair Franks spoke at an event on January 23<sup>rd</sup>, 2017 at which representatives from Zipcar unveiled four (4) new dedicated street parking spots for Zipcars in Midtown, two (2) near Bagby Park and two (2) on McGowen St. near Main St.

**E. Cultural Arts and Entertainment – Eileen Morris, Chair**

Director Morris reported that the Committee is working on Midtown Art in the Park, which is set to take place on Saturday, April 1<sup>st</sup> from 10:00 a.m. to 6:00 p.m. in Baldwin Park. She stated that 22 applications have been received thus far and that applications are being accepted through February 15<sup>th</sup>.

Director Morris advised the Board that the Bear Mini Mural has been completed and is located near the intersection of Elgin and Chenevert Streets. She stated the Committee is working on finalizing plans for one additional mini mural in Midtown.

Director Morris reported that the Game City Showcase was well attended and Director Washington stated that from an artist's standpoint it was great to see the many community art galleries open for the event, and suggested that Midtown should do more events to show off these galleries especially those on the east side of Midtown. Chair Franks suggested an art crawl which he

believes would be ideal opportunity to cultivate relationships with artists. Cynthia Alvarado reminded the Board that the galleries and arts related events can have a significant economic impact on a Community.

Finally, Director Morris announced that funding for Cultural Arts Districts in the amount of \$5 Million has not been included in the initial draft of the State's 2017 budget. She encouraged everyone to write a letter to Senator John Whitmire and to Senator Jane Nelson, the Chair of the state Finance Committee, to ask that they work to restore the funding for Cultural Arts Districts, which was approved in 2015. Ms. Alvarado reported that in three (3) years Midtown has grown from 23 arts organizations to over 90 organizations and that the state funding is integral to future growth and progress.

Director Morris invited all to the next Committee meeting on Tuesday, February 21<sup>st</sup>, 2017, at 3:30 p.m. at the Community Artists Collective (4101 San Jacinto St.).

## **F. Finance**

Director Chan presented highlights from the report showing 2016 budget vs actual expenditures. She pointed out that the District collected 99.4% of assessments for 2016 and that the final numbers should show a positive balance. Director Chan also shared that 65% of 2017 assessments have been collected. She commended David Thomas for his work.

Director Chan reported that the Committee heard a presentation from "The Write People" at their January 2016 Committee meeting regarding the availability of grant funds to help support the work being done in Midtown. She stated that the next step is to talk to each Committee Chair about their future projects and funding needs.

Finally, she announced that the next Committee meeting will be held on Monday, February 20<sup>th</sup>, 2017 at 4:00 p.m. at the Midtown Management District's office.

## **G. Executive Committee – William Franks, Chair**

Chairman Franks shared that the Committee had an exciting meeting and wants the Board to continue its vanguard approach in 2017 with a goal of continued growth and improvement each year.

### **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 Temporary Certificate of Occupancy has been issued and the garage operator is on site. The garage should be operation for Super Bowl weekend events. Park contractors have been working hard the past month and the Park will be ready for Super Bowl events this weekend. The fence will remain in place for site control until the formal opening of the park to the public this spring or summer.

Caroline St. Project – AT&T has indicated that it is willing to expedite the relocation of utilities [underground cables]. TXDoT will relet the project in April, and work is anticipated to begin in the summer of 2017.

Holman St. Project – The contractor is waiting on utilities to wrap-up in early spring. Striping for bike lanes is currently happening.

Main St. Project – The contractor wrapped up improvements on the east side, and will finish the west side after Super Bowl, with completion in late spring.

### **UPDATE ON COMMUNITY OUTREACH AND ENGAGEMENT SURVEY**

Michelle Ashton reported that the Community Outreach and Engagement Survey closed on January 15<sup>th</sup> with 1,484 persons responding. She stated that the data is currently being analyzed and will be presented at a future Board meeting.

**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**

Ms. Alvarado announced that Houston's biggest mural, which the District helped sponsor in 2013, has been temporarily updated for Super Bowl LI.

Chair Franks thanked Director Noble for allowing the District to use the Central Bank conference room for its evening meetings.

**NEXT MEETING DATE**


The next Midtown Management District Board of Directors meeting will be held on Wednesday, March 1<sup>st</sup>, 2017 at 11:00 a.m. in the 3<sup>rd</sup> floor conference room of the Midtown Management District Office, 410 Pierce St., Houston, TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

**PRESENTATION: S.E.A.L SECURITY SOLUTIONS, LLC**

James Alexander, Director of Operations at S.E.A.L. Security Solutions, LLC presented their report detailing their first full month on patrol in Midtown and answered questions from Board members about their operating procedures.

  
Eileen J. Morris, Board Secretary

Date: 4/5/17